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# TRANSPORTATION ANNEX

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## **PROCEDURE STATEMENT**

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Specific procedures shall be followed in the event this facility must transport some or all of its residents.

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## **PURPOSE OF PROCEDURE**

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Provide guidelines to ensure that this facility's transportation needs are met during all events and situations. The need to safely and efficiently transport people, particularly those for whom community and public transportation is their primary means of mobility, before, during, and after emergency situations, is a crucial consideration.

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## **PROCEDURES**

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Transportation during an emergency will require an immense amount of coordination and effort of all personnel involved. In terms of importance, strategies for transportation requirements follow only resident and staff safety. Emergency events often find nursing home administrators and select staff tied to the telephone arranging provisions, providing basic facility and resident status information, and organizing logistics. It is critical to establish and maintain working relationships with partner organizations including a variety of community-based organizations, agencies, and private organizations. This facility will follow this matrix in any event that requires transportation until each resource is exhausted:

1. Primary Transportation Provider
2. Our Facility's Vehicles
3. Local Public Safety
4. Stark Area Regional Transportation (via request from county EMA)
5. Board of DD buses (via request from county EMA)
6. Personally Owned Staff Vehicles

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## **TRANSPORTATION AGREEMENTS**

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This facility maintains an agreement for routine, and when necessary, emergency provisioning of transportation resources.

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## **INDIVIDUAL ROLES**

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- Status updates on emergency/facility/residents: **Incident Commander**
- Arranges transportation by contacting all contracted providers: **Transport Officer**

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## **RESIDENTS & FAMILY MEMBERS**

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Our facility will notify all families who have requested their relatives be discharged to their care. Contact should be made to the secondary contact if the health care surrogate cannot be found. The communications team will utilize the telephone contact tree and various employees will call family members to assure them of their family member's safety and advise them of the facility's plan for the crisis. Two direct phone numbers will be provided where someone can be reached who can answer their questions and advise them of the sheltering in place or evacuation status.

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## **PRIMARY MEANS OF TRANSPORTATION**

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**American EMS, LLC. d.b.a. Stark-Summit Ambulance Service** is the contracted provider of transportation services for our facility. They are contracted to provide Advanced Life Support (ALS), Basic Life Support (BLS), and Wheelchair Van service. Our service level agreement provides for twenty-four (24) hours per day, seven (7) days per week, including holidays.

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## **ALTERNATE METHODS OF TRANSPORTATION**

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In an emergency, normal means of transportation may become unreliable or nonexistent. This facility has the following vehicles:

- One 12 – passenger bus with wheelchair lift and space for 1 wheelchair.
- One 5 – passenger van (no wheelchair accommodation).
- One pickup truck with cap over bed.

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## **LOCAL PUBLIC SAFETY**

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In the event that our primary and alternate methods of transportation are overwhelmed we will notify the City of Louisville Fire Department, and the Stark County Emergency Management Agency and request additional resources. Some of these resources may be:

- City of Louisville Fire / EMS **911 or 330-875-2663**
- Stark Area Regional Transit Agency **330-477-2782** (conventional & paratransit buses)
- Stark County Board of Developmental Disabilities **330-477-5200** (conventional & paratransit buses)

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## **STAFF VEHICLES**

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In the unlikely event that our contracted provider as well as our local public safety services are overwhelmed and unable to provide the necessary level of care, it is the policy of this facility to utilize all means of transportation to ensure life safety. When feasible, we are prepared to utilize all any vehicle at our disposal, including personal vehicles of staff.

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## **LOCAL EMERGENCY MANAGEMENT AGENCY**

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Our facility maintains a close relationship with the Stark County Emergency Management Agency. They are an excellent source of resources in the time of emergency. It is important to maintain open means of information sharing between our facility and the Emergency Management Agency. Their 24/7 contact telephone number is **330-451-3911**.

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## **RECORD OF CHANGES**

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Change #	Date of Change	Person Making Change	Changes Made
1	10/26/2017	Steven Foss	Total Revision
2	12/8/2014	Steven Foss	Final Review