**Using Sample Plans**

**These plans are just samples and will need to be altered to meet the facility’s needs and context.**

Some key items to consider include:

* The set up and operation of the facility’s systems (i.e. alarm systems, door assemblies, telecommunications, HVAC, etc.)
* The services and staff within the facility and their schedules
* The command structure used at the facility (e.g. who is in charge, who reports to whom, etc.)
* Guidance from first responders in the community
* Needs of the patients/residents at the facility
* The facility layout and operations
* Use of muster station, staff pools, rally points, etc.
* Other related plans/codes, e.g. Fire Plan

The sample plan is a place to start, but the above consideration must be taken into account and the plan modified accordingly.