



2700 Burcham Drive • East Lansing, MI 48823
BurchamHills.com

Managed by Life Care Services®  

How We Prepare for Emergencies

PURPOSE

No one wants to think and worry about disasters. Knowing what to expect ahead of time can help ease any concerns. This fact sheet tells you how the Burcham Hills Community has prepared for emergencies.

SCOPE

We have a written emergency plan that is reviewed and tested every year. Our plan addresses the following types of emergencies:

- Weather emergencies such as tornadoes, hurricanes and winter weather.
- Security incidents such as bomb threats, terrorism and active shooters.
- Natural disasters such as earthquakes and floods.

All staff are trained on emergency procedures. They participate in drills and exercises to test their knowledge. In the past, residents have been invited to take part in drills or to observe, so they can know what to expect in an actual emergency.

COMMUNICATION

Our emergency plan includes procedures for communication. Notification to families in the event of an evacuation is part of that plan. We ask that you provide us with current phone numbers and/or e-mail addresses. You can expect either a personal call or a recorded message. If you provide an e-mail address, you may receive an e-mail in addition to the phone call. In the event of an emergency, call lines may be busy. If all lines are in use at the time of your call, you can expect a recorded message telling you what procedures are in place.

Contact Information	
Telephone Number: (517) 351-8377	Website: www.burchamhills.com
Alternate Number: (517) 827-1028	

EVACUATION VERSUS SHELTER-IN-PLACE

Our community uses a standard approach to managing emergencies. The Executive Director serves as the Incident Commander. Department Heads serve specific roles during an emergency. They communicate with staff and local emergency management officials in order to make decisions. One major decision is whether to evacuate or shelter-in-place. The Executive Director makes the final decision.

In case of evacuation, we have procedures in place with other facilities and transportation services to ensure our residents have an appropriate place to go. Our nurses send important medical information with each resident. They keep a log of where each resident is sent.

Depending on the situation, the Executive Director may decide to shelter-in-place. This may occur when there is not enough time to evacuate safely as sometimes it may be safer inside the building. We have procedures in place to ensure adequate food, supplies, power and medications for our residents and staff for at least three days. We have made arrangements in advance to receive additional supplies or assistance, if needed.

LOCKDOWN PROCEDURES

Some situations will warrant the Community to be placed on "lockdown". During these situations, no one will be allowed to enter or leave the Community. Lockdowns may occur for many reasons including, but not limited to, a hazardous chemical inside or outside the building, a weather-related event or police action outside the building. In the event of a lockdown, please remain calm and follow any instructions from management staff or emergency personnel.

A copy of this fact sheet can be downloaded from our website at: www.burchamhills.com
Please direct any questions regarding our emergency plan to: amasood@burchamhills.com