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## What Should Your Fire Safety Plan Include?

If you own or manage an assisted living facility, it is vital that you have a comprehensive fire safety plan in place before an emergency occurs. The first step for any assisted living facility is to prepare a comprehensive written fire safety plan. This written plan should outline specifically what steps should be followed by each employee and resident in the case of a fire or other emergency.

*Below is a look at several features that you should include in any fire safety plan for an assisted living facility.*

The fire safety plan should include periodic training for all staff members, including doctors, nurses, aides, maintenance workers, receptionists, and the kitchen staff. The trainings should provide enough information to the staff, so everyone knows exactly what to do in the event of an emergency. This may also include fire prevention, lock-down, evacuation, and fire safety training.

In addition to the staff, the residents must also know exactly what to do in case of a fire or other emergency. All residents should be provided with fire safety plan training as soon as they arrive and have periodic reminders throughout their stay.

Fire drills are a vital part of any fire safety plan and help to ensure that both the staff and residents know what to do if there is an emergency. Each state has its own regulations on how many fire drills an assisted living facility must hold every year. You also want to make sure that you alternate the time and date of these drills.

**Call PCALIC today and ask for the Fire Safety Infographic to hang at your assisted living facility!**

## You Asked- We Listened!

The number of our members expanding their services into the home health field has been on the rise in 2013 and 2014. After numerous requests from you- our members- PCH Mutual is now able to offer insurance for your home health care agency that you package with your adult care home insurance.

**To see if your agency qualifies, contact your account manager at 800-673-2558 today.**

## 3 Tips On Being A Better Leader At Work

Your business provides you and your love ones with the income you need to support every day life essentials. Being a strong leader at work is necessary in order for that business to thrive. After all, you want your employees to love who they are working for and provide the best service and care to your business so it can expand and succeed.

**1. Structure** Leaders must provide structure by creating a plan that keeps the business working properly and the employees working together.

**2. Compassion** Having compassion for your employees goes along way to being a strong leader. Compassion shows that you are human just like your employees and that mistakes happen and emergencies come up that can easily be understood and handled properly.

**3. Listen** To be a strong leader you must listen to your employees concerns and thoughts.

## Avoid Holiday Travel Stress!

The holidays can be stressful even in the best scenarios, but add some long distance travel in to the mix and things can become overwhelming. Use some of these stress busters below to keep you cheerful and in the holiday spirit.

- Book in advance. Beat the rush and avoid the headache of last minute bookings. There are many online travel services, but sometimes a travel agent can save you time and energy.
- Get plenty of rest. Travel can be exhausting so get a good night sleep before you leave. Drink plenty of water. Dehydration is the number one cause of jet lag! Drink plenty of water before, during and after your flight.
- If you are traveling with youngsters it's a good idea to bring along some small surprises for them. Word games, books, and drawing supplies are quiet and don't take up much space. Keep all of your travel documents together and easy to access.
- Check your flights for delays and cancellations before you leave for the airport. Remember to arrive at the airport early. Check with your local airport to see how early they suggest travelers should arrive.
- There are new regulations regarding carry on luggage so it's a good idea to check before you pack.

Holidays should be fun. Keep things in perspective and remind yourself why you are making the journey. If you keep your head so will the rest of your party. Stay calm, breath deep, and enjoy yourself. For more helpful travel information visit: <http://www.travelsense.org>

## How To Save Money This Hoilday

Saving money during the holiday season can seem like an impossible task with food, presents, decorations, and so many additional items needed for the Holiday season. With a little bit of planning and prep, saving money can be accomplished! Follow the tips below to keep the hard earned money you work for in your wallet this year:

1. Make a list- write down everybody you are looking to purchase gifts for including what you would like to purchase for them. By planning in advance, you can look for items when they are on sale, reduce your stress and time in the store, and reduce impulse buys.
2. Price Match- both Wal-Mart and Target have price match policies where they will reduce their price if a competitor has the samed item advertised at a lower cost. Price matching includes items distributed online via retailers like Amazon. Search for what you are looking to buy before you go to the store and take a print out of the product with you to secure lower pricing in store.
3. Coupons- these are often forgotten about by many consumers. Once you have a list of what you'd like to purchase, starting searching online for coupons offered by the manufacturer. You would be surprised by the number of manufactuers and retailers that offer coupons online by signing up for their newsletter.

**Do you have your own money saiving tips that you'd like to share in our next newsletter? E-mail [newsletter@pcalic.com](mailto:newsletter@pcalic.com)!**

Share with us on  
**Facebook!**

**What your assisted living facility is doing for the Holidays!**



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*"Challenges are what make life interesting and overcoming them is what makes life meaningful."*

*– Joshua J. Marine*



## Holiday Craft & Game Ideas!

Christmas is always a fun time of year that many looked forward to. Festive sights, sounds and smells that aren't around the rest of the year. Make the season bright! Are you looking for something new and interesting for your residents to do this Christmas! Here are some craft and game ideas!

### Craft Ideas

Little Sock Snowmen  
Christmas Felt Door Hanger  
Christmas Ornament  
Crochet Holly Slippers  
Winter/Christmas Wreaths  
Gingerbread House  
Popcorn Balls  
Holiday Cards  
Holiday Scrapbook  
Winter/Christmas Decorations  
Holiday Photo Ornaments  
Christmas Stocking Decorations  
Christmas decorations for their tree or room to hang  
Pine Cone Christmas Tree  
Paper plate Snowman

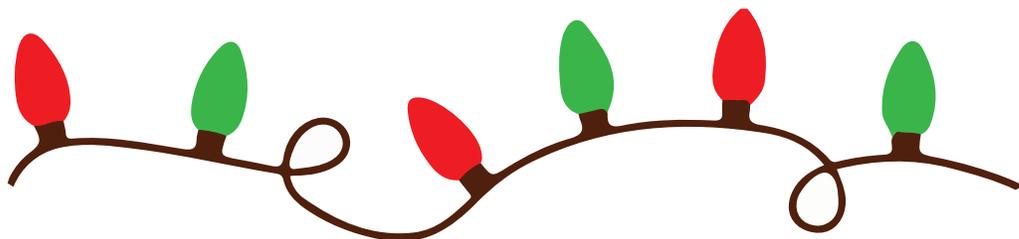
### Game Ideas

Pin the Nose on Rudolph  
Guess the Christmas Cookie  
Marshmallow Toss  
"Then and Now" stories  
Reading with kids  
Christmas Around The World  
Jingle Bells Social  
Snowy Day Read  
Holiday Spelling Bee  
Winter Card Game  
Winter/Christmas Crossword  
Puzzle  
Holiday Hangman  
Bird Watching Social  
Holiday Word List  
Bingo

**You can find examples of all crafts and game ideas online on Pinterest!**



# Merry Christmas!



## Fun Facts about December

**Fact 1 - On December 3, 1967, the first heart transplant was completed.**

**Fact 2 - Human Rights Day is celebrated annually across the world on 10 December.**

**Fact 3 - The name December comes from the Latin decem for "ten", as it was the 10th month in the Roman Calendar.**

## Winter Safety Tips!

Here is some helpful advice for preventing common winter dangers!

1. Avoid Slipping on Ice as much as you can! Icy, snowy roads and sidewalks make it easy to slip and fall. Nobody wants that!
2. Dress for Warmth: Cold temperatures can lead to frostbite and hypothermia.
3. Check your Car: Checking things like the oil, tires, battery and wipers can make a big difference on winter roads.
4. Prepare for Power Outages: Have access to flashlights, battery-powered radio, candles, Buddy heaters, blankets, non-perishable foods that can be eaten cold on hand and drinking water.
5. Prevent Carbon Monoxide Poisoning: Using a fireplace, gas heater or lanterns can lead to carbon monoxide poisoning. Ensure your safety by checking the batteries on your carbon monoxide detector and buying an updated one if you need to.

**The most important tip to keep in mind during the colder months is to ask for help.**



WISHING YOU A  
HAPPY  
HOLIDAY  
— AND A —  
JOYFUL  
NEW YEAR

best of wishes from your friends  
at PCALIC

