

Emergency Management Plan

**Disaster Supplies:**

Each home will maintain the following items on site:

1. Sufficient non-perishable food and water for three days for each person including staff
2. First Aid Kit
3. Battery operated radio and batteries
4. Flashlight and batteries
5. Emergency Supply Kit- a plastic storage container with a tight lid which contains:
* Toilet Paper
* Soap, liquid detergent
* Feminine hygiene supplies
* Plastic garbage bags with ties
* Disinfectant
* Household chlorine bleach
* Facial tissue
* Paper towels

If evacuating the home and it does not put people at risk, take the following:

1. All of the person’s medications and MAR, including non-prescription or OTC medications
2. Emergency Supply Kit
3. First Aid Kit
4. Radio and batteries
5. Flashlight and batteries
6. Emergency food and water supply
7. One change of clothing, including shoes for each person
8. Coats, gloves, raincoats, ponchos as appropriate
9. Blanket

**Emergency Evacuation Procedures**

Emergency evacuation from a site will occur when staying at the site presents a danger to people and staff. Staff on duty will use the Emergency Contact Procedure to notify management of the emergency situation. In the event that any drill takes longer than 5 minute to evacuate the results will be discussed at PRERTS and a plan of action developed on how to handle in the event of a real emergency.

PROCEDURE

1. When it is necessary to evacuate a home, transportation to the Core office is the first choice if;

(1) Core office is a safe area.

(2) Individuals can be safely transported there.

If these two conditions do not apply, community disaster instructions from the Community Emergency Management Agency for evacuation to a shelter should be followed.

2. Leave a note on the front door saying what time you left and where you are going.

3. Lock the facility when leaving.

**Fire Drill and Fire Response**

In the event of a fire, the primary responsibility of the staff will be the safety of the People. Evacuation will proceed according to this plan.

PROCEDURE

1. An evacuation plan will be posted in the facility, and this plan will be followed both in drills and in the case of an actual fire.
2. Each staff member on duty will have responsibility to assist People from the building.
3. A verbal alarm will be given by the first staff member who observes the fire, or initiates a fire drill, by saying, "Fire Drill". Other mechanical alarms will then be sounded.
4. After leaving the building, all People and staff will convene at a pre-designated location.
5. After People and staff arrive at the pre-designated location, staff will see that everyone is accounted for. In the event that any person supported or staff is unaccounted for, staff will notify authorities as soon as they arrive.
6. In the event of an actual fire, staff will notify the fire department.
7. Staff will utilize the Emergency Contact Procedures to notify management.
8. Fire drills, following this procedure, will be held at least monthly on a rotating schedule so that each shift has a drill quarterly.
9. Results of drills or an actual fire evacuation will be recorded and kept on file.
10. This Policy and Procedure will be reviewed with the staff annually. A report of the annual review will be recorded in staff meeting minutes.
11. If evacuation of the site is necessary follow Emergency Evacuation Procedure E=Extinguish, try to extinguish the fire only if it is safe to do so, and only after all of the above has been taken care.

**Extended Power Failure**

An extended power failure is defined as a power failure that last longer than 4 hours. In the event of a power failure notify on-call and follow instructions as needed.

**Severe Weather**

In the event of severe weather, which includes severe thunderstorms and tornados, the primary responsibility of the staff will be the safety of people supported.

PROCEDURE

1. In the event of potential severe weather, including tornados, staff in each home will tune into local media and be sensitive to severe weather alerts.
2. In the case of an actual severe weather warning or sighting, people will go to a pre-identified area in the home.
3. Each staff member on duty will have responsibility to assist people to the designated site.
4. Staff will ensure everyone is accounted for in the pre-designated location
5. Staff will notify on-call using the Emergency Contact Procedure.
6. This procedure will be reviewed with the staff annually. A report of the annual review will be recorded in staff meeting minutes.
7. If evacuation off the site is necessary, follow Emergency Evacuation Procedures
8. In the event of severe weather, which includes severe thunderstorms, tornados, floods, and earthquakes, the primary responsibility of staff will be the safety of the person supported.

**Chemical, Nuclear, or Biological (Airborne Pathogens) Disasters**

In the case of an event that could result in airborne precipitates/particles, a chemical disaster, a chemical attack, or a nuclear attack, you may be advised by the Community Emergency Response Team to “Shelter in Place” as follows.

PROCEDURE

1. If a “blast” is anticipated, gather in an interior hall that has minimum window exposure or bathrooms.
2. Lock all doors and close all windows and air vents.
3. Turn off heating/air condition systems, exhaust fans and clothes dryers.
4. Pull blinds or curtains across windows and door windows.
5. Place breathing masks over mouth and nose.
6. Follow all instructions from the Community Emergency Response Team.
7. If advised to evacuate by the Agency Disaster Coordinator or the Community Emergency Management Agency follow Emergency Evacuation Procedure.

**Missing Person**

For agency purposes if a person is unaccounted for up to 10 minutes they are considered a missing person. 10 minutes should allow for a thorough search of the immediate area. In the event of a missing person the following procedure will occur.

PROCEDURE

1. After a thorough search of the premises to ensure the person is not present On-Call will be notified immediately.
2. Staff should call 911 if indicated, On-call will arrange for back-up staff to go on site and aid in a search. A member of the management team will also go to the site.
3. Appropriate notifications will be made (Conservator, family, ISC, AOD (if person was missing longer than 15 minutes)
4. A high-risk review will be scheduled following the incident to review preventable factors.

**Hostile Intruder**

In the event that a person threatens the safety of residents or employees of the home the following procedures should be followed.

PROCEDURE

1. Call 911 and on-call
2. If the person is not yet on the premises get everyone out of the home and leave the premises.
3. If a person is outside the home lock all doors and windows and turn off the lights.
	1. If possible cover any windows that give a direct line of sight into the home
	2. If you can, get everyone to a room with a locking door. Lock the door and barricade the door with furniture or anything that can be moved in front of the door.
	3. Call 911. Leave the call open, even if you cannot speak, until help arrives
	4. Find an object in the room that could be used as a weapon if someone tries to enter the room
4. If the person has gained entrance to the home, if possible discreetly call 911 leaving the call open so emergency personnel can hear what is happening.
5. If you are confronted by a hostile intruder and are not in a position to fight back obey all commands and do not look the intruder in the eye.
6. If you are confronted by a hostile intruder and you feel your life is in danger you may have to decide if it is appropriate to fight back. THIS IS A LAST RESORT. Throw things at the intruders head to create a distraction. Use a pen, key or any available object as a weapon – go for the eyes, face or testicles, cock or balls.
7. Once the police arrive obey all commands as they assess/diffuse the situation.
8. Once the situation is diffused and it safe to do so call the On-Call Supervisor