

## **3.2 EMERGENCY PREPAREDNESS POLICY**

### ***Overview***

We are committed to being prepared to provide services in a wide range of emergency situations, including power loss, fire, and earthquake. Our adequate preparation, if the situations arise, represents our ability to maintain health and safety of the children and adults that we serve as well as our employees and volunteers.

This policy applies to every site at which we provide services. It does not apply to family homes where services might be provided on an outreach basis.

### ***Evacuation Policy***

Every site will have an evacuation plan. All staff will be knowledgeable about the plan and will be able to implement the plan.

Every site, except homes, will:

- have emergency exits clearly marked,
- post evacuation routes and safe exits within the site, and
- have emergency lighting in place.
- Every site will:
  - keep emergency exits clear of obstructions,
  - post emergency telephone numbers conspicuously by the telephone.

## **FIRE SAFETY POLICY**

Every site will have a fire safety plan. All staff will be knowledgeable about the plan and will be able to implement the plan.

Every site will contain fire alarms and fire extinguishers. Fire equipment will be checked or tested monthly to ensure that it is functioning properly. The results of these tests will be documented on the Fire Drill Report Form, which will be maintained onsite for a minimum of one year.

Flammable and combustible liquids will be stored in their original containers in a locked area in a shed or garage.

Fire drills will be conducted monthly. Fire drills will be documented on Fire Drill Report Forms, which will be maintained onsite for a minimum of one year.

## **EARTHQUAKE PREPAREDNESS POLICY**

Each site will have an Earthquake Preparedness Plan. All staff will be knowledgeable about the plan and will be able to implement the plan.

In a safe container and location, every site will have emergency supplies for each individual receiving support and the program staff. The supplies should be sufficient enough to last for approximately 72 hours. Supplies may have to be individually tailored to meet the needs of people receiving support as well as the program staff.

Water, food and any other time-limited items will be rotated on or prior to an expiration time.

All items will be inspected twice a year and a record of the inspection will be made on the Emergency Supplies Inspection Form.

Every site will conduct earthquake drills twice a year, which will be documented on the Earthquake Drill Report Form.

Every site will inspect annually for non-structural hazards and will report the outcome of inspections on the Non Structural Checklist. Hazards will be remedied at the earliest possible time.

## **EMERGENCY PREPAREDNESS MANUAL**

Every site (or program if multiple programs per site) will maintain current at least two copies of a site specific Emergency Preparedness Manual (one in the emergency supply container; one in the program office). If there is more than one program at a site, then each program will have a specific manual.

Each manual will include the following information, but is not limited to:

1. Map of site
2. Emergency Contact Information
3. General Emergency Procedures
4. Evacuation Procedures
5. Fire Safety Procedures
6. Power Outage Procedures
7. Earthquake Procedures
8. Critical Incident Reporting Procedures
9. Participant Profiles
10. Emergency Supplies Lists