

EMERGENCY RESPONSE POLICY AND PROCEDURE

POLICY TITLE and number	# 400 – Emergency Response
HEADER INFO - Adopted - Revised	Adopted 4/1991 Revised 10/94, 08/02, 02/12, 08/14, 5/2021
RULE REFERENCE	5123:2-3-11; 5123:2-3-02
GLOBAL POLICY STATEMENT (what and why)	Choices in Community Living, Inc. is committed to the safety of staff and individuals receiving services, whether in their home, in the community or in a program operated by CICL. This policy reviews the need for Emergency Response Plans in Licensed Settings, Measures to take during a drill or actual severe weather event and/or emergency, Emergency Drill procedures and Integrated Safety Assessments.
GUIDELINES/PROCESS STATEMENTS (how)	<p>Emergency Response Plan</p> <p>Choices in Community Living, Inc. requires that each home and apartment maintains an unobstructed written floor plan posted on each floor that maps out emergency exits and safe areas for severe weather and contains the local emergency service phone number or 911. The evacuation plan should be placed in an appropriate location according to the home.</p> <p>CICL staff will be aware of individual Emergency Response Strategies based on information obtained from their Individual Service Plan and included in their Individual Specific Training (IST).</p> <p>Where daily services are required, Choices In Community Living, Inc. maintains emergency information in the program record.</p> <p>Each employee receives instruction and training in emergency response within thirty days of employment. This procedure is then reviewed with each employee yearly.</p> <p>Each client receives training in emergency response appropriate to the client’s functioning level within thirty days of receiving services from the agency. The client receives instruction and simulated experience in identification of and response to severe weather conditions is conducted, evaluated and recorded at each location for each client per the client’s Individual Service Plan.</p> <p>In the event of severe weather, ensure client health and safety and contact your supervisor.</p> <p>Refer to the chart below for safety recommendations for the following emergency conditions:</p> <p>Earthquake</p> <ul style="list-style-type: none"> • When the ground starts to shake, go to the nearest place that offers protection from falling or flying objects. If close to an exit, go outside.

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	<p>Flood</p> <ul style="list-style-type: none">• When there is a flash flood warning, get to high ground immediately. Stay away from drains and ditches. Never walk or drive through flood waters. <p>Winter Storms</p> <ul style="list-style-type: none">• Maintain extra canned food, a manual can opener, bottled water, radio(s), flashlight(s), fresh batteries, blankets and extra medication in winter. Avoid unnecessary travel before or during a winter storm. Wear several layers of clothing if going outside is necessary. <p>Lightning</p> <ul style="list-style-type: none">• Lightning is drawn to three things: water, metal and the tallest objects in the area. If outside and dark storm clouds are moving in overhead, get to a house or large building quickly. If a building is not an option other recommended places are:<ul style="list-style-type: none">○ A car, van or bus with a hard top○ An open field or ditch a safe distance away from trees, fences or metal objects. Crouch down but do not lie down as wet ground can carry electricity.• It is recommended during electrical storms to avoid:<ul style="list-style-type: none">○ using the telephone○ using electrical appliances○ faucets, sinks and bathtubs○ a shed that stands alone○ a hilltop○ carrying anything made of metal <p>Tornados</p> <ul style="list-style-type: none">• The safest area of a home in the event if a tornado is the basement. If there is no basement, go to a closet or bathroom in the center of the building's lowest level. Stay away from windows. Protect your head from flying objects and debris if you are in a car or mobile home, leave and go into a safer building or lie in a ditch or low-lying area and cover your head.• Tornado drills will be conducted monthly during tornado season of April, May, June and July. <p>Bomb Threat</p> <ul style="list-style-type: none">• If informed of a bomb threat, staff will immediately assist the individuals to evacuate the building to a safe distance and then call 911 <p>In the event of severe weather or signs of severe weather (i.e. threatening clouds, high winds, excessive rain):</p> <ol style="list-style-type: none">1. Turn on the television and tune it to the Weather Channel if there is cable in the home or apartment. If there is not cable in the home or apartment, tune the television to a local station. If television is unavailable, turn on the radio. A storm watch means conditions are favorable for the type of weather condition noted. A storm warning means the weather condition noted is happening somewhere in the area and safety actions are required immediately.2. Maintain flashlights and radios with fresh batteries. If there are severe weather watches or warnings, remove these items from storage and ensure they are ready for use. Be prepared to take them with you to a safe area if needed.
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3. If bad weather conditions continue or a tornado watch is in effect, take note of where clients are located in the home or apartment in preparation to access a safe area.
4. If bad weather conditions worsen or if a tornado warning is in effect, assemble all clients for easier access to a safe area.
5. Listen for a warning horn or use your own judgment to determine when to move to a safe area.
6. If severe weather hits the home or one in the neighborhood:
7. If the home is not damaged or has minimal damage, stay inside until the police or fire department says it is safe to leave.
8. If the home is damaged severely, carefully leave the home and stay in the van or other safe area. Do not attempt to drive away unless certain that the roads are clear and safe.
9. Call for assistance as soon as possible.

Fire Evacuation

Each residency or other location where Choices In Community Living, Inc. is the primary caregiver, has a visible graphic fire evacuation plan found on each floor of the home. The evacuation plan should be placed in an appropriate location according to the home. The graphic plan includes:

The escape plan includes the following:

- A primary and secondary means of exit from each floor
- The location of all fire equipment including fire alarm pull stations, fire escapes and fire system control panels, and fire extinguishers
- The telephone number for the local fire authority or 911
- The location of the meeting place where clients and employees assemble during a fire drill or real fire

Each location where Choices In Community Living, Inc. is the primary caregiver maintains operating smoke detector(s) and/or carbon monoxide detector(s).

All employees receive training in fire safety and home evacuation within 30 days of employment and participate in a review of fire safety and home evacuation at least once during each subsequent twelve-month period.

Each client receives training in fire safety and home evacuation appropriate to his/her functioning level and needs as indicated in the client's Individual Service Plan within 30 days of residency and participates in a review of fire safety and home evacuation at least once during each subsequent twelve-month period.

Fire Drills

Staff members conduct, evaluate and record at least 3 fire drills within 12 months for Licensed Settings, or as defined by each client's Individual Service Plan, during periods of time the client is routinely at home. These times include:

- At least 1 in the AM
- At least 1 in the PM
- At least 1 while the individual(s) are asleep

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Adult Day Service Programs hold Fire drills each month. A meeting place will be determined at each location.

The area where clients meet during a fire drill or a real fire is determined per residence or location. The meeting place is the end of the driveway for those residences whose plans do not specify a meeting place.

Fire Drill Procedure

1. Staff members should plan each fire drill with a theme, such as:
 - a. Blocked exits
 - b. No staff prompts
 - c. Use of emergency exits
 - d. Wake-up drills
 - e. Crawl to avoid smoke
2. Review each client's fire safety information in his/her Individual Service Plan prior to conducting a fire drill.
 - a. Note the area(s) in which each client needs improvement.
 - b. Plan and note what you will do during the drill for each client to create the appropriate environment for practice.
3. Conduct the drill evacuating all clients. Evacuate ambulatory clients first, non-ambulatory clients second.
 - a. Note the time it took to evacuate the building
 - b. Note how each client behaved
 - c. Be aware of where clients are assembled outside the home
 - d. Ensure the clients' safety and security
 - e. Determine who will call the fire department
4. Reset the fire alarm system, if required.
5. Allow clients to reenter the home.
6. Complete the Fire Drill Record for each client.
7. The Program Administrator reviews the Fire Drill Records and places them in each client's file.

Tornado Drills

Staff members conduct, evaluate and record at least 1 tornado drill within 12 months for Licensed Settings, or as defined by each client's Individual Service Plan, during periods of time the client is routinely at home.

Adult Day Service Programs hold Tornado drills 3x/year. A meeting place will be determined at each location.

The area where clients meet during a tornado drill or a real tornado is determined per residence or location. The meeting place can be a basement, bathroom or room with no exposed walls/windows.

Tornado Drill Procedure

1. Staff members should plan each tornado drill with a theme, such as:
 - a. Blocked exits

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- b. No staff prompts
- c. Use of emergency exits
- d. Wake-up drills
2. Review each client's safety information in his/her Individual Service Plan prior to conducting a tornado drill.
 - a. Note the area(s) in which each client needs improvement.
 - b. Plan and note what you will do during the drill for each client to create the appropriate environment for practice.
3. Conduct the drill evacuating all clients. Evacuate ambulatory clients first, non-ambulatory clients second.
 - a. Note the time it took to make it to the safe place
 - b. Note how each client behaved
 - c. Be aware of where clients are assembled inside the home
 - d. Ensure the clients' safety and security
 - e. Determine who will call 911
4. Allow clients to leave safe place, resume normal activities.
5. Complete the Tornado Drill Record for each client.
6. The Program Administrator reviews the Tornado Drill Records and places them in each client's file.

Fire Alarm Malfunction – Homes WITH Integrated Alarm Systems

The fire alarm system may malfunction on occasion. Even if the alarm is suspected to be a malfunction, staff members should evacuate all clients regardless of the time of day or night.

Evacuate all clients from the home:

1. If you are the only person on duty, you may choose to have the clients wait in the van for their safety. Ensure supervision needs are met.
2. Notify the fire department or call 911.
3. Keep the clients outside until the fire department arrives and gives permission to reenter the home.
4. If the fire department cannot reset the fire alarm system only, they may turn it off using the breaker box.
5. If the fire department turns off the fire alarm system, ensure battery operated smoke detectors are functioning properly.
6. If smoke detectors are not functioning properly and it is during the night, stay awake.
7. Complete a Work Order Form and turn it in to the Program Administrator for all malfunctions.
8. Note the malfunction in the program record.

Contact the Program Administrator or Program Director if you have any questions. Check fire suppression system tank gauges once a month to ensure the tank is fully pressurized.

Fire Alarm Malfunction – Homes WITHOUT Integrated Alarm Systems

The smoke detectors may malfunction on occasion. Even if the alarm is suspected to be a malfunction, evacuate all clients regardless of the time of day or night.

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1. Evacuate all clients from the home.
2. If you are the only person on duty, find a safe secure location for clients to wait, such as a neighbor's home, a vehicle away from the home, a safe area in the back yard or other safe place. Ensure supervision needs are met.
3. Determine your safety in reentering the home. If you feel your safety is assured, reenter the home without the clients.
4. Determine which smoke detector is sounding and turn it off.
5. Look carefully for smoke or fire.
6. Once you are certain there is no fire, allow the clients to reenter the home.
7. Note the malfunction in the program record.
8. If you feel the smoke detectors are not functioning properly to detect smoke and it is during the night, stay awake.

If the smoke detector goes off within a short period of time after you reset it, evacuate and contact the fire department. There may be a reason it is going off which you can't detect.

Contact the Program Administrator or Program Director if you have any questions.

In the event of a real fire

1. Evacuate all clients from the home as trained and according to established plan. If unable to evacuate a client without endangering others, evacuate the others and call 911 immediately.
2. Ensure all clients and employees are safely assembled at the meeting place. Ensure supervision needs are met.
3. Notify the fire department or call 911. If this cannot be done safely from the home, go to a neighboring house.
4. Attempt to put out the fire only if it can be done safely. Staff members are not expected to risk their health or lives to save the house.
5. Remain at the assigned meeting place to meet the fire department and inform them if all clients were evacuated safely or if there is still a client inside.
6. Notify the Program Director or Executive Director immediately.
7. Make sure that clients remain outside of the home until the building's safety is secured and alarms are no longer sounding, or the fire department gives clearance.
8. Follow instructions as given by the Fire Department, Executive Director, Program Director, or other authorities.

Integrated Safety Assessment

All individuals receiving services with CICL have Fire and Emergency Safety assessed as part of the Individual Service Plan. Staff working with individuals within their homes or program will be trained on Individual specific and Site-specific information that includes how the individual tends to respond to emergency situations.

If there are outstanding needs, the Team may prioritize this area and an Outcome/Action step and/or specific service area will be developed.

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FORMS Titles of forms	Emergency Procedures Form Fire Safety In-service: "In Case of Fire: A Fire Safety Program for Mentally Retarded Adults " Fire Safety Inspection Severe Weather Drill Record Weather Safety In-service: "Out of Harm's Way: A Weather Safety Program for Mentally Retarded Adults"
TRAINING Titles of training	Individual Specific Training (IST)