

## Emergency Planning Policy

- 1 Preparedness is a continuous cycle of planning, organizing, training and evaluation to ensure the effective coordination during times of natural disasters or other emergency situations. Written plans and procedures are available to assist and guide actions during such events. All staff will receive on-going training to prepare for a disaster that requires them to shelter in place or evacuate.
- 2 Staff will receive both initial and on-going training on emergency preparedness. This training includes alarms, fire extinguishers and other safety measures.
  - 2.1 Upon hire, all staff will have a new employee orientation which includes a review of emergency plans, the floor plan of the program site and pertinent emergency information.
  - 2.2 All staff receive additional in-service training on a monthly basis and include a review of evacuation procedures and disaster drills every other month
  - 2.3 The Continuity of Operation plan (COOP) plan is reviewed on an annual basis based upon a real life scenario
    - 2.3.1 A copy of the COOP plan is available at each site and on-line at [www.optionsfs.org](http://www.optionsfs.org)
    - 2.3.2 In the ICF-ID/H homes, one full scale evacuation drill is conducted each year. At the end of the drill an assessment is completed and the plan is updated and revised accordingly.
  - 2.4 Staff at all sites participate in scheduled and un-scheduled disaster drills in the areas of severe weather/flood, seizure/medical, nuclear disaster, bomb threats, earthquake, power outages, fire and violence in the workplace
    - 2.4.1 The results of each drill is documented and the drill is repeated until satisfactory results are obtained by all participants
    - 2.4.2 In the ICF-ID/H homes fire evacuation drills are conducted quarterly for each shift. Evacuation drills are conducted at least once in a 3 month period under various conditions during each shift. Staff are trained to evacuate on their own, at different times of the day and night from different rooms in the home using multiple escape routes. All drills are documented and retained for review for a minimum of one year.

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- 2.5 OPTIONS participates in community emergency drill events as available in order to coordinate an integrated response
- 2.6 All staff are trained on developing a personal emergency preparedness/family plan and are advised of their responsibilities of remaining at work/reporting to work in the event of an emergency

Adopted: October 2017