

## Emergency Planning Policy

- 1 When there is an identified emergency or disaster in the community, staff will adhere to the emergency staffing plan.
- 2 During an emergency, staff currently on duty will be required to stay on duty until they are relieved by other staff. Staff may not leave during an emergency to attend to personal needs.
  - 2.1 All staff are advised to develop an emergency plan with their family in the event they are required to remain at work during an emergency.
  - 2.2 Staff are expected to make every effort to arrive to work for their regularly scheduled shift.
  - 2.3 Staff will contact the on-call supervisor prior to their scheduled shift to notify them of their current location and status. OPTIONS has two on-call supervisor lines. If one line is not functioning, staff are to call the other line. If the cell phones are not functioning, staff are asked to attempt to text, email or go to a Red Cross or community command center.
  - 2.4 Staff not on duty may be recalled as dictated by staffing needs. Staff may or may not be recalled to their usual workplace location. Any OPTIONS staff may be assigned to an alternate OPTIONS location as needed to ensure the safety and welfare of the persons served.
  - 2.5 A tracking form will be utilized in order to track on-duty staff and persons served who are sheltered in place or re-located during an emergency. The form will be utilized until the facility is operating under normal operating procedures.
- 3 Volunteer Support
  - 3.1 OPTIONS does not regularly use volunteer services. However, in an emergency, it could be necessary to accept volunteer support from individuals with varying levels of skills and training.
    - 3.1.1 Health care volunteers will be allowed to perform services within the scope of practice and training. Non-medical volunteers may only perform non-medical tasks.
    - 3.1.2 In the event of emergency volunteers providing assistance, staff will provide basic information necessary to provide care. If the person served is capable of providing consent, they will be verbally asked for their permission. Only information vital to assist in the immediate

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situation will be provided.

3.1.3 In the event of emergency volunteers providing assistance, staff in charge will verbally ask for the volunteer to adhere to the confidentiality and privacy of each person served.

3.1.4 Staff will provide initial training in policies and procedures consistent with their expected role to ensure the safety and well being of the person served.

Adopted: October 2017

Reviewed: October 2018