

YOUR LOGO HERE

EMERGENCY PLAN

(YOUR PROGRAM NAME HERE)

Emergency Policy & Procedure

Policy: It is the policy of (YOUR PROGRAM NAME HERE) to maintain a set of minimum standards for fire and storm emergency

responses including: emergency exit procedures, emergency exit drills, maintaining emergency response equipment, handling emergencies, and requiring participation in all emergency drill practices.

Provisions:

1) **Oversight:** The Safety Coordinator shall be accountable to the Executive Director of (YOUR PROGRAM NAME HERE) for general oversight of this policy. He shall develop those procedures necessary to monitor the provisions of this policy. Staff shall have specific implementation and oversight responsibilities for the conduct and documentation of emergency response drills, maintaining and documentation of inspection of emergency response equipment, and responding to actual emergencies.

2) **Documentation:** The Safety Coordinator shall maintain a file reflecting the (YOUR PROGRAM NAME HERE) Emergency Policy. This file shall contain fire and storm drill logs, emergency equipment inspection logs, relevant procedures and lists, relevant emergency phone numbers, and the facility's evacuation plan.

a. **The Emergency Drill Log** shall contain the following minimum provisions: 1) drill type, 2) date & time of drill, 3) amount of time taken for 100% verifiable evacuation, 4) relevant comments, 5) initials of the Safety Coordinator.

b. **Emergency Equipment Inspection Log** shall contain documentation listing all emergency response equipment, the equipment type, its location, reflecting that once per quarter each piece was checked to insure good operating order, and the initials of Safety Coordinator and Executive Director.

3) **Maintenance and Inspection of Emergency Response Equipment:** All fire equipment shall be maintained in accordance with regulatory requirements. The Safety Coordinator will establish the necessary procedures to implement and monitor this provision. All emergency response equipment shall be inspected and/or tested quarterly to ensure availability of such equipment during an emergency. The Safety Coordinator shall develop an inspection checklist to document inspection results and corrective action taken. This checklist shall inventory all fire related equipment, and shall contain the following minimum provisions: indication what was done (i.e. visual inspection would be appropriate for lights), whether the item was in working order, corrective action needed, date and signature of inspector. This inspection report shall be submitted to the Executive Director for review.

4) Orientation and Training:

- a. **New Employee/Men in program Orientation:** The Safety Coordinator shall insure that all new employees, volunteers, and men in program (MIP) are properly trained on the Emergency Plan.
- b. **Monthly Safety Meetings:** The Safety Coordinator shall conduct a monthly safety meeting; attendance is mandatory for all employees and MIP. One of these meetings per quarter must include a review of the Emergency Plan including review of monthly drills.
- c. **Annual Required Trainings:** CPR, first-aid, and fire extinguisher training will be scheduled for all employees by the (YOUR PROGRAM NAME HERE) Safety Coordinator. All staff personnel are required to attend scheduled trainings.

5) **Operating Safety Equipment:** Staff and Servant Leaders will be trained periodically in how to operate safety equipment. Under no circumstances shall any individual operate safety equipment without prior training.

6) **Emergency Evacuation Plan:** An evacuation diagram shall be posted in each facility identifying all exit routes as well as the location of fire extinguishers. A copy of the Emergency Response Procedure for that facility shall be posted next to the evacuation diagram.

7) Immediately Reporting Safety Concerns: All staff and men in program (MIP) are to be instructed during their orientation to report safety concerns immediately to the appropriate supervisor. The staff supervisor shall take necessary action to remedy the safety issue. If there is damage to property or injury to persons the supervisor shall fill out an Incident Report and then notify the Executive Director.

8) Whereabouts of MIPs & Staff: (YOUR PROGRAM NAME HERE) will maintain a system for knowing the whereabouts of all staff, MIPs, and volunteers in case of an emergency. The Program Director will maintain a current Active MIP Roster Clipboard. This clipboard will always contain an accurate roster of active men in program, a list of emergency contact phone numbers, and a copy of this Emergency Response Procedure. Each staff person is responsible for communicating their whereabouts while on duty to their immediate supervisor.

9) Emergency Meeting Point: (YOUR PROGRAM NAME HERE) has a designated Emergency Meeting Point where program men, staff, visitors, and volunteers are to go when there is an emergency. At (YOUR PROGRAM NAME HERE) the Emergency Meeting Points are the MIP fire pit in case of fire and the hallway under the quiet time bell in case of tornado warning.

10) Emergency Exit Drills: There shall be a minimum of one Emergency Exit Drill conducted each month. These drills shall alternate between Fire Exit Drills and Storm Exit Drills. Each quarter, at least one drill each shall take place during normal staff working hours and at least one drill shall take place before or after normal working hours. The intent of this provision is to ensure familiarity with evacuation routes and procedures to minimize panic and confusion in the event of an actual emergency. The Safety Coordinator will be responsible for directing the date and time of Emergency Exit Drills and seeing that drills are conducted. The On-Duty Staff shall account for all staff and MIP as present, and shall ensure 100% evacuation.

ACTUAL EMERGENCIES

In the event of an actual emergency, staff shall be responsible for responding to the situation in a swift, calm and professional manner. The health and safety of all persons shall take priority over other concerns, and evacuation is required. The next priority shall be removal of program records, and other irreplaceable (YOUR PROGRAM NAME HERE) property. Though we certainly want to assist others during an emergency when safe to do so, **under no circumstances shall any person compromise their personal safety.**

On-Duty Staff Person: The On-Duty Staff Person is responsible for coordinating emergency responses. He is in charge. The On-Duty Staff Person will monitor the weather radio at all times and will initiate emergency response procedures when necessary. Anyone who becomes aware of an emergency should notify the On-Duty Staff Person immediately. It is the On-Duty Staff Person's responsibility to get another staff to cover for him and to advise the office of that coverage if they plan to leave property while they are on-duty.

Emergency Alarms: Fire alarms are located in strategic locations in all facilities. Tornado or Storm Warnings will be announced and instructions given to all persons on-site.

EMERGENCY RESPONSE PROCEDURES

MEDICAL EMERGENCIES

Injury to Person: In the event of a medical emergency, contact the On-Duty Staff Person immediately. The On-Duty Staff Person should:

- a. assess the situation,
- b. obtain as much information as possible, and
- c. call 911.
- d. First-aid may be administered by qualified, trained personnel; otherwise comfort the injured person until medical help arrives.

Impaired or Intoxicated Individuals: In the event a person appears to be impaired in any way or appears to be under the influence of a chemical substance, contact the On-Duty Staff Person immediately. The On-Duty staff person should:

- a. assess the situation,
- b. obtain as much information as possible, and
- c. call 911
- d. Stay with the impaired or intoxicated person until medical help arrives.

MAINTENANCE OR IT EMERGENCIES

If there is a maintenance or IT emergency contact the Program Director

EMERGENCIES REQUIRING EVACUATION

WHEN THERE IS A TORNADO WARNING

The On-Duty Staff Person is to:

- 1) Initiate the emergency response by ringing the Quiet Time bell.
- 2) Secure a cell phone, the MIP Roster, and the Weather Radio.
- 3) Proceed to the designated gathering point (hallway under quiet time bell) to coordinate activities.
- 4) Coordinate with other staff for special assignments or further response.
- 5) When danger is over, give further instructions to the community.
- 6) Contact the Executive Director and complete a (YOUR PROGRAM NAME HERE) Emergency Report.

Other Staff are to supervise the response of all visitors and MIP in their residence, work or class areas and then proceed with visitors and MIP to the appropriate area listed above.

WHEN THERE IS A STORM WARNING OR TORNDAO WATCH

MIP and staff are to proceed to the interior of their respective dwelling or work areas while spreading the word and remain in those areas until given further instructions by staff.

The On-Duty Staff Person is to advise the community of the alert condition. The On-duty Staff Person will then proceed to the office to coordinate activities, obtain a cell phone and the Weather Radio, and continue to monitor the alert status and change when necessary.

Other Staff are to supervise the response of all MIP in their work or class areas.

WHEN THERE IS A FIRE

MIP are to:

- 1) Initiate the emergency response procedure by pulling the nearest fire alarm, then immediately proceed to the designated gathering point (fire pit behind MIP rooms).
- 2) Clients are to gather around the Campfire Ring quietly, noting the location of roommates, respond to roll call and await further instructions.

The On-Duty Staff Person is to:

- 1) Initiate the emergency response procedure by pulling the nearest Fire Alarm.
- 2) Call 911.
- 3) Send available staff to evacuate buildings.
- 4) Secure a cell phone and the MIP Roster.
- 5) Proceed to the designated gathering point (MIP firepit) to coordinate activities.
- 6) Take roll to verify the location of all MIP and staff.
- 7) Coordinate with other staff for special assignments or further response.
- 8) When danger is over, give further instructions to the community.
- 9) Contact the Executive Director and complete an Emergency Report.

Other Staff are to immediately initiate the evacuation of all MIP, volunteers, and visitors. Trained staff may use fire extinguishers when safe to do so before proceeding to the designated gathering point. The health and safety of MIP, volunteers, visitors and staff shall take priority over other concerns and evacuation is required. The next priority shall be the protection of (YOUR PROGRAM NAME HERE) property.

WHEN THERE IS A HAZARDOUS MATERIAL SPILL

All Persons are to evacuate the contaminated area immediately and contact the area supervisor. The supervisor will ensure the area has been evacuated, sealed off, and other appropriate (YOUR PROGRAM NAME HERE) and emergency personnel notified.

WHEN THERE ARE FLOOD WARNINGS AND WATCHES (including Flash Floods):

The On-Duty Staff Person is responsible to keep everyone out of declared flood plains during flood warnings and watches. Currently there are no designated flood zones at any Blake House properties.

WHEN THERE IS A GAS LEAK

Clients are to:

- 1) Notify the On-Duty Staff Person and evacuate immediately.
- 2) Do not light a match, operate natural gas appliances, use a phone, or turn an electrical switch on or off.

The On-Duty Staff Person is responsible to: Evacuate the building if necessary, keep everyone away from the area, and never try to find a leak.

- 1) For a natural gas leak use the following procedures:
 - a. Once evacuated call Atlanta Gas Light emergency at (800) 427-5463
 - b. Call the Executive Director following emergency notification guidelines.
- 2) For a propane gas leak use the following procedures:
 - a. Turn off the supply valve on all propane tanks serving the building with the odor.
 - b. Call the Executive Director following emergency notification guidelines.

POLICE EMERGENCIES

INTRUDER/TRESPASSER

If an unauthorized person makes entry onto the campus, a building, or restricted area, notify the On-Duty Staff Person. The On-Duty Staff Person will assess the situation and call 911 for police assistance if necessary.

BOMB THREAT

No communications of any kind related to bombs or bomb threats will be disregarded.

- 1) In the event of a bomb threat, notify the On-Duty Staff Person immediately.
- 2) If the bomb threat arrives by phone, the person receiving the call should try to obtain as much information as possible and record it on Emergency Report while another person calls 911.

The On-Duty Staff Person is responsible to:

- 1) Call 911 if they haven't already been called.
- 2) Follow police instructions but do not evacuate the building until told by police or unless a suspicious package is found.

VIOLENCE ON CAMPUS

If a volunteer, client, guest, or visitor is violent or threatens violence, notify the On-Duty Staff Person. The On-Duty Staff Person will assess the situation, attempt to reduce the threat if possible, and call 911 for police assistance if needed.

