



POLICY AND PROCEDURE MANUAL

<b>Chapter:</b>	Health, Safety & Security Management		
<b>Title:</b>	Emergency Preparedness Planning		
<b>Policy:</b> <input checked="" type="checkbox"/>	<b>Review Cycle:</b> Triennially	<b>Adopted Date:</b> 08.2020	<b>Related Policies:</b> Weapons Violence Universal Precautions Record Retention
<b>Procedure:</b> <input type="checkbox"/>	<b>Author:</b> CEO/Safety Officer	<b>Review Date:</b> 05.2023	

**Purpose:**

Hopeful Horizons (HH) establishes policy and procedures for health and safety management to ensure the well-being of employees, clients, and visitors to HHs’ facilities. The emergency preparedness policy establishes expectations for the planning necessary to manage a range of emergency situations.

**Scope:**

This policy applies to

- All HH Staff                                       Selected HH Staff, as specified:
- HH Board Members                               HH Volunteers
- Other: Visitors to HHs’ facilities

**Policy:**

HH shall establish site specific written procedures that provide direction and guidance to prevent, detect and mitigate emergencies in an effort to protect the health and safety of employees, clients, and visitors. The emergency preparedness procedures shall be managed by a designated safety officer who will monitor implementation and compliance in accordance with regulatory/accreditation requirements and best practices. HH shall adopt emergency procedures including:

- Fires
- Power Failures
- Bomb Threats
- Severe Weather (including Hurricanes, Tornados, Flooding, etc.)
- Medical Emergencies (including Infectious Disease Exposure, Acute Illness, Severe Injury, etc.)
- Threats or Acts of Violence/Terrorism
- Car Accidents

Employees shall address emergencies according to the specific procedures outlined and act immediately to ensure their safety and that of others in the affected HH facility(ies).

A. Prevention: HH shall take action to prevent hazards in its facilities and operations. The Safety Officer/designee shall conduct inspections of each facility to ensure:

- Site specific emergency evacuation routes and sheltering locations are conspicuously posted
- Exit routes are maintained free of obstructions and accessible
- Lighting, including emergency and exit lighting are adequate, appropriate and operational
- Entrances and walkways are free of trip and fall hazards

- Alarm systems and fire suppression equipment are operable and indicate appropriate third party inspection
- Presence of First Aid and Universal Precautions Kits

B. **Protective Actions:** When an emergency occurs, the priority is life safety. HHs' written emergency procedures shall clarify building evacuation, sheltering or shelter-in-place, and lockdown requirements specific to the type of emergency. Procedures include the process of accounting for the whereabouts of staff and service recipients and the evacuation of persons with mobility challenges and other special needs.

HH shall maintain a list of employees trained in the administration of CPR, first aid and use of fire suppression devices. Locations of First Aid Kits and Universal Precautions Kits shall be identified for each facility. The Safety Officer shall ensure routine inspection and testing of emergency preparedness equipment and devices including but not limited to:

- Fire suppression systems
- Facility alarms
- Emergency call devices
- First Aid Kits
- Universal Precaution Kits - Personal protective equipment (PPE)

C. **Warning, Notification and Communication:** Emergency procedures shall: a) Clarify how building occupants will be notified to take protective action; b) Establish a protocol to alert first responders to include public emergency services and any employee to intervene; and c) Clarify communication between management and employees during and post emergency in accordance with HHs' Crisis Communication Plan.

D. **Incident Stabilization:** Depending on the response time and capabilities of public emergency services and the type of emergency/hazards, an intervention by appropriately trained HHs' employees may be appropriate/necessary to minimize the impact of the incident to people and property. Procedures shall clarify roles and responsibilities for employees including a) Leading or supporting emergency response interventions; b) Administration of CPR and/or first aid; C) Use of emergency equipment including fire suppression devices; and/or D) Emergency response communication responsibilities.

E. **Training:** The Safety Officer shall ensure appropriate employee training in use of emergency preparedness procedures, equipment and devices including but not limited to:

- Evacuation and sheltering procedures
- Fire suppression systems
- Emergency alarms
- Emergency call devices
- Universal Precautions Kit/Personal protective equipment (PPE)

In 24-hour operated shelter facilities, emergency evacuation unannounced drills shall be conducted and evaluated at least quarterly.

E. **Documentation and Post-Incident Debriefing:** After the emergency has been resolved and/or the person(s) involved are no longer in immediate danger, the employee(s) involved shall complete required incident documentation as defined by HHs' procedures. Emergency

incident debriefing and monitoring shall occur as part of the organization's institutional effectiveness/performance improvement process. To the extent necessary, disaster recovery procedures shall be initiated to assure continuity of services, preservation of resources, recovery of records and the wellbeing of persons affected by the incident.

- F. Service Continuity: HH shall adopt a Service Continuity Procedure that ensures critical functions are ongoing in the event of a disruption of normal services.

**Communication and Training:**

All employees shall receive training on emergency procedures, evacuation routes and emergency incident reporting during orientation and at least annually. Program sites shall have posted emergency evacuation routes, notice to contact 911 in case of an emergency, and available location information for the site affected by the emergency.

**Definitions:**

1. **Workplace Emergency**: A workplace emergency is a situation that threatens workers, clients, or the public; disrupts or shuts down operations; or causes physical or environmental damage. Emergencies may be natural or man-made, and may include severe weather, fires, disease outbreaks, medical emergencies including injuries or acute illness and many other hazards. Many types of emergencies can be anticipated, which can help employers plan for other unpredictable situations.
2. **Fire suppression equipment**: A fire suppression system is classified as an active fire protection system. This means it's made up of engineered units that are built to extinguish fires through the application of a substance. These substances could be water, foam or chemical compounds.
3. **Personal protective equipment (PPE)**: Examples of PPE are latex gloves, disposable masks, gowns, face shields or eyewear. PPE is used to prevent exposure to infectious conditions and/or hazardous materials.

**Other Related Materials:**

Emergency Response Procedures

- Fires
- Bomb Threats
- Severe Weather (including Hurricanes, Tornados, Flooding, etc.)
- Medical (including Infectious Disease Exposure, Acute Illness, Severe Injury, etc.)
- Threats or Acts of Violence
- Car Accidents

Crisis Communication Plan

Service Continuity Procedure

Facility Inspections - Emergency Equipment Inspection/Testing Documentation

Incident Report Form

**References/Legal Authority:**

1. [Administrative and Service Environment Standards, Council on Accreditation, 2022](#)
2. [Emergency Preparedness and Response: Getting Started, United States Department of Labor, Occupational Safety and Health Administration, 2023](#)
3. [Emergency Response Plan, Ready.Gov, 2023](#)

**Change Log:**

Date of Change	Description of Change	Responsible Party
May 2023	The overarching policy is new and includes specific regulatory and accreditation requirements.	N. Miller, Prog. Eval. Consultant