



Title: Policy and Procedure

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Section: 7 Risk Management

Date: June 1, 2018

Policy: HH7-3B Natural Disasters

Replaces: January 31, 2017

Policy: To ensure the protection of the clients receiving support and employees, strict measures shall be taken during high winds and/or tornado conditions, to include Fire Safety. (Replaces 7-2A Risk Management and Fire Safety Dated June 17, 2014)

Guidelines, Practices, and Procedures:

F. Tornado Watch

A Tornado Watch means that conditions are right for a tornado to develop without warning. If a Tornado Watch effecting the surrounding area is issued, the following action will be taken:

1. Anyone outside the facility or outside a residence will be brought inside. All persons receiving support and employees will be evacuated to the designated area in the office (the middle interior of the first floor) and or/in their residence, (in an interior room without windows, preferably the bathroom or basement).
2. Employees should be prepared to take shelter. Emergency items: flashlights, radios, ect should be readily available
3. No one should leave the general vicinity until "all clear" has been issued.
4. Employees are to make sure clients receiving care are accounted for.

G. Tornado Warning

A tornado warning means that a tornado has been confirmed. If a tornado warning occurs, staff should take the following action:

1. Make sure all clients receiving support are accounted for
2. Interact with clients in such a manner to keep them as calm as possible
3. If available, turn a heavy table on its side to use as protection from blowing debris
4. Have everyone bend over with heads cradled in their hands and between their knees
5. Everyone should remain under shelter until the "all clear" has been sounded.

H. Fire Safety

Policy: The agency shall provide all employees with training on proper safety procedures and techniques in the event of fire.

Guidelines, Practices, and Procedures:

1. The Office Manager will schedule training on fire safety at least annually for all staff.

New staff members will be trained in fire safety techniques within the six weeks of employment prior to independent functioning.

Departments Involved in Development: Board of Directors, Compliance Committee, Legal Counsel
Reviewed by Executive Board and approved by the Board 6/1/18
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All previous versions are obsolete