



Policy Title: Safety and Emergency Response Plan	Effective Date	1-1-14
	Revision Date	
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	Approval	TH
	File	Policies

I. Purpose

To develop consistent systems for responding to threats or emergencies that may jeopardize the immediate safety of individuals served by PAI to ensure direct support staff know how to respond. To comply with the requirements of Chapter 245D, Home and Community-based Services Standards

II. Revision History

Date	Rev. No.	Change	Reference Section(s)

III. Persons Affected

Applies to all service recipients and direct support staff of PAI.

IV. Definitions

A. Emergency Evacuation Response and Reporting

1. Fire
2. Gas Leak
3. Other Emergency situations requiring evacuation
4. Severe Weather Response- Thunderstorm and Tornado, Blizzard watches and warnings

Watch: Issued by the National Weather Service. Indicates conditions may be favorable for severe weather. A watch is a recommendation for planning, preparation and increased awareness.

Warning: Issued by the National Weather Service indicates the need to take action by seeking immediate shelter.

- D. Floor Plans - showing the location of: primary and secondary evacuation routes, interior emergency shelter in case of severe weather, fire extinguishers, alarm systems, fire alarm enunciators and controls, the designated meeting area should an evacuation be necessary
- E. Site Plans - identify exterior locations of; designated meeting areas, fire hydrants, fire department access routes

V. Policy

A. Emergency Evacuation Response and Reporting

1. Fire
 - a. The first staff to identify the emergency will pull the nearest fire alarm or call 911
 - b. Begin to evacuate the building
- a. Fire Extinguisher Use
 - i. Only use an extinguisher after making sure:
 - ii. Persons are being evacuated to safety
 - iii. The fire department has been notified
 - iv. There is a clear exit behind the person using the extinguisher

- v. Use an extinguisher only to keep a small self-contained fire from growing, only when the room is not filled with smoke, or to create a safe pathway out of the building.
- vi. Fire extinguisher operation:



- vii. All of PAI's extinguishers are rated for all types of fires, i.e., A,B,C.
- viii. Fire extinguishers are checked annually by a licensed inspector.
- b. Gas Leak-
 - i. Inform others of need to leave building; in this situation it is imperative that all staff know to not use electrical equipment, phones of any type or turn lights on or off.
 - ii. Leave the building as soon as possible then call 911.
- c. Other Emergency
 - i. Call 911 and inform of the nature of the emergency and follow directions given by the emergency personnel.
- 2. Emergency Evacuation and Site Plans
 - a. Site specific emergency evacuation overview:
 - a. Commerce
 - i. Individuals who are located in the west wing of PAI Commerce will exit the building during emergencies using either the door located next to the Job Development Office or the front door. The program coordinator, work floor supervisor, or instructor will take the Emergency Preparedness Sheet with them which lists the names of those in attendance for roll call. All persons exiting the building will meet in the site parking lot located on the east end of the building staff will then complete the roll call to ensure everyone is accounted for and has safely evacuated the building. People located in the east wing of the building will exit using the front door or the east side door adjacent to the site parking lot. The director, work floor manager or level II staff will take the Emergency Preparedness Sheet with them which lists the names of those in attendance for roll call. All persons exiting the east wing will meet in the site parking lot located on the east end of the building. Staff will then complete the roll call to ensure everyone is accounted for and has safely evacuated the building.
 - b. Linden
 - i. Upon alarm, Linden North persons exiting will primarily evacuate from the north and central entrance doors on the east side of the building. The secondary evacuation route is from North Stars fire door on the north side of the building or the central entrance or south end entrance doors on the east side of the building. Persons exiting the building will gather in the parking lot on the southwest side of the parking lot. Upon alarm, Linden South persons exiting will primarily evacuate from the central and south entrances on the east side of the building and south side

fire door. The secondary evacuation route is the central entrance doors. All persons exiting the building will gather in the parking lot on the southwest side of the parking lot.

A census of all persons who have exited the building will be taken to ensure everyone is out. Once completed everyone will wait for further directives from the program director or designee.

- c. Oakdale
 - i. Staff will assist individuals in exiting via the primary evacuation route, which is through the front door. Ambulatory persons assisted by staff may exit through the secondary route which is the back door. Designated staff will gather people in the northeast parking lot. Designated staff will stay with them while remaining staff continue to evacuate the building. Program Instructors will complete "blaze form" to account for all persons in their program area and turn into designated coordinator or program director. Designated coordinator and program director will account for all staff. Everyone will remain at meeting area until emergency personnel arrives and await further instruction from the vice president or president.
- d. Parkway
 - i. In an emergency that requires building evacuation, persons in attendance will evacuate using the primary exits unless they are blocked, in which case the secondary exits will be used. All persons exiting the site will gather at the north end of the building. The director and/or designated coordinators will be in charge of the evacuation. Program room staff and/or designated coordinators will be in charge of take census.
- b. Floor Plans with evacuation routes are posted at each site showing the location of: fire extinguishers, alarm systems, fire alarm enunciators and controls and all of PAI's sites have building wide sprinkler systems.
 - i. The plans showing primary and secondary evacuation routes and internal safe areas to use during severe weather are posted throughout the building.
- b. Each location also has a Site Plan identifying designated assembly points outside of the site.
 - i. The locations of fire hydrants and the routes of the fire department access.
- c. Staff responsibilities during an Evacuation
 - i. All staff in the building (executive and office staff) will help with the evacuation assisting individuals as necessary, e.g., into their wheelchairs, pushing their chairs, assisting ambulatory persons, serving as relay staff getting people out of the building to their designated assembly area.
 - ii. Staff will continue the evacuation until everyone is out.
 - iii. Staff assigned to the area will designate one person to supervise the individuals in the designated assembly area while the evacuation is in progress.
 - iv. The remaining staff will stay with people inside to assist them into their wheelchairs and adaptive equipment. When ready, staff will then shuttle them to a relay staff who is assisting people out of the building to the designated area.
 - v. All individuals will be evacuated from the building following the posted evacuation routes or safest route possible if those routes are not accessible.
 - vi. Staff will check each area and close all doors when the area has been cleared.
 - vii. Instructors or designate will take a Roster to check off the names of each individual upon arrival at the designated meeting place and alert the relay staff of any unaccounted for persons.
 - viii. The Director or designate will check to ensure all staff are accounted for.

- ix. The Director or designate will assign someone to meet emergency personnel to convey any information as necessary.
- d. Post Evacuation
 - i. Staff will remain with individuals at the designated meeting place to wait for law enforcement or the fire department to arrive.
 - ii. Everyone will remain at the designated meeting place until all persons are accounted for or given further direction by the PAI President or designate and/ or the emergency personnel.
 - iii. If it is determined unsafe to re-enter the building, the PAI President or designate will determine the most expeditious way to transport individuals and staff to the designated temporary shelter.
- e. Notifications
 - i. The Director or designate will notify the PAI President or Vice President as soon as it is safe to do so.
 - ii. The President/Vice President or designate will assign someone to notify families and residential providers of the emergency.
 - iii. Only the President/Vice President or designate is to discuss the emergency situation with reporters or people from the news media
- 3. Emergency Response Drills
 - a. Unannounced emergency drills are conducted each quarter.
 - b. Following each evacuation drill the person conducting the drill will fill out a report.
 - c. The report will include: date, time, time to evacuate, whether it was a drill or actual emergency, solutions and the name of the person filling out the report.
 - d. All reports are submitted to the site safety committee for review.
 - e. Alarm systems are checked annually
- 3. Severe Weather Response
 - a. A Severe Weather Drill is conducted at each site typically in the spring of the year.
 - b. Monitoring Weather Conditions
 - i. The Receptionist / Director or designee monitors a weather alert radio and / or computer weather web site when it appears severe weather may be imminent.
 - ii. When a weather watch is issued staff must be aware that conditions may change and may necessitate the cancellation of community activities and the early closure of programs.
 - iii. If early closure of the program is necessary due to inclement weather or emergency, PAI staff will retain responsibility for all assigned individuals until transportation and housing are arranged.
 - iv. Persons at community employment sites will follow the employers' emergency weather guidelines.
 - c. Procedures during a Thunderstorm Watch
 - i. The whereabouts of all persons in attendance and staff will be accounted for.
 - ii. The decision to implement Severe Thunderstorm Warning Procedures will be made by the President or Program Director/Program Coordinator
 - d. Procedures for Tornado watch and Severe Thunderstorm Warning
 - i. Site Designee listens to the weather radio alert for latest weather reports.
 - ii. DO NOT use electrical appliances, such as blenders, microwaves, etc.
 - iii. Locate flashlights (kept either in program rooms or bathrooms) and blankets.
 - iv. Service recipients will be assisted to the designated safe areas of the building away from windows.

- v During severe thunderstorm warnings the decision to go to safe areas will be made by the Program Director/Designate.
- e Procedures for a Tornado warning
 - i Get all individuals to nearest place of safety; consult the building map posted in your area.
 - ii Places of safety, are marked in green and are generally away from the southwest side of the building.
 - iii When the emergency shelter area is an inside hallway, make sure that everyone is against the wall and seated on the floor, if possible. The brakes on wheelchairs should be engaged.
 - iv Take a flashlight, blankets and a cell phone (if available) with you.
 - v Close the doors to empty offices and program spaces.
 - vi Staff must stay on duty until the "All Clear" is given.
 - vii Visitors may stay in any safe area. They should be advised not to leave during warnings.
 - viii Loading and unloading the buses is very dangerous during tornado warnings. This should be avoided. Evacuate the buses as quickly as possible should it become necessary due to other safety considerations.
- f. Evacuation if damage occurs
 - i Remove all persons from area sustaining damage.
 - ii Treat any injuries promptly, obtaining emergency help if necessary by calling 911.
 - iii Evacuate everyone using the safest route out of the building as allowed by conditions.
 - iv Do not enter unstable/ damaged areas.
 - v Staff will move everyone to the site designated meeting place.
 - vi Instructors or designate will take an attendance roster of names and check off the individuals that are with them. The completed list is given to the Coordinator or designate.
 - vii All staff will remain and keep everyone as safe as possible.
 - viii The Director or designate will call PAI President, Vice President or Designate as soon as possible.
 - ix The PAI President/Vice President or designate will take charge to arrange transportation.
- g. Transportation Services during Severe Weather
 - i Outing activities in the community will be cancelled if severe weather alerts are in effect.
 - ii If already in the community emergency shelter must be sought immediately.
 - iii If a tornado is sighted get to shelter if it is safe to do so.
 - iv If shelter is not available, time permitting, remove all persons from the vehicle and into a ditch or low area.
- h. Follow up
 - i The Director or designate will notify PAI President as soon as it is safe to do so.
 - ii The President or designate will assign someone to notify families and residential providers of the emergency.
- i. The President will determine if a plan for emergency relocation is necessary should the site become unusable,
- j. The Administrative Team will determine the course of action to take based on the incident and the damages sustained. The decision to relocate the program will be based on consultation with some or all of the parties identified;
 - i The fire department

- ii. The city building inspector
- iii. The insurance company
- iv. The regulatory licensing agencies
- v. The Board of Directors of PAI.
- k. When it is determined that a licensed program needs to be relocated the Administrative and Program Management team will assess available relocation options. Options may include;
 - i. Assessing other PAI locations and available space.
 - ii. Assessing other community facilities in close proximity and check their availability.
 - iii. When the decision has been made to close the licensed site, the Administrative and Program management team will notify the Department of Human Services, all impacted persons and their expanded support team.
- l. If a relocation site has been determined the information will be shared with:
 - i. The Department of Human Services licensing division.
 - ii. The service recipients.
 - iii. Affected residential facility management personnel.
 - iv. The case managers for persons served.
 - v. The legal guardians for the persons served.
 - vi. The transportation vendor.
 - vii. Support contractors and customers.
- 4. Reporting
 - a. The manager who was in charge during the emergency will complete incident report/s for the persons involved following the requirements in PAI's policy, Reporting and Documenting Incidents.
 - i. Only the President or designate is to discuss the emergency situation with reporters or people from the news media.

VI. Forms

Emergency Evacuation Report
Incident Report Form
Program Area Roster
Emergency Relocation