

Emergency Planning Policy

1. It is the policy of this facility to protect our persons served, staff and others who may be within our facility, from harm during emergency events. To accomplish this, we have developed procedures for specific hazards To mitigate the impact of a power outage we have equipped our facilities with battery operated flashlights and/or lanterns along with extra batteries. Should a power outage occur in our facility, we will initiate the following actions:

INITIAL RESPONSE: See Procedures: Power Outage.

2. Incident Commander and Planning Chief:
Monitor emergency progress and obtain situational awareness through communication with local response authorities and the municipal power supplier to determine potential duration of power outage. Based on this projection:
 - Determine whether Shelter in Place or evacuation (partial or full) is advisable.
 - Obtain assessment of staffing, equipment, and supply needs and the overall impact from the ongoing utility outage on persons served care, and staff.
 - Inform staff, and persons served of the situation and provide regular updates.
3. Safety Officer:
 - Evaluate safety of persons served, staff and visitors as related to the impact of the power outage.
 - Assess the function of security devices, emergency lights, and fire alarms.
 - Distribute appropriate emergency equipment such as additional flashlights and batteries as needed.
4. Operations Chief:
 - Assess persons served for risk, and prioritize care and resources, as appropriate.
 - Report need for additional staffing to assist with care and supervision of persons served.
 - Provide reassurance to persons served and visitors.
 - Provide increased hydration and implement cooling or warming measures, as indicated.
 - Consider temporarily gathering persons served in an area where lighting and temperatures can be maintained, within an acceptable range- (usually house administrative offices).
 - Review/asses and develop menu plan, accessing emergency food supply if needed.
5. Logistics Chief:
 - Support Operations with equipment and supplies.
 - Initiate emergency staffing strategy if appropriate.

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- Communicate with other team members and report status to the Incident Commander in charge.

6. Finance/Admin Chief:

- Monitor all costs, including claims and insurance reports, lost revenue, and expanded services, and provide report.

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