

JAY-RANDOLPH DEVELOPMENTAL SERVICES, INC.

EMERGENCY ACTION PLAN

REVIEWED APRIL 2021

Revised August 2021

**JRDS, INC. EMERGENCY ACTION PLAN
TABLE of CONTENTS**

A. PURPOSE	2
B. GENERAL PROCEDURES	2&3
C. EMERGENCY ALARMS	3
D. FIRE EVACUATION PLAN	3&4
E. FIRE PREVENTION AND WORKPLACE HAZARDS	4
F. MAINTENANCE OF FIRE EQUIPMENT AND HEALTH /SAFETY SYSTEMS	4&5
G. EVACUATION SITES (FIRE/TORNADO)	5
H. EXTERNAL EVACUATION SITES	5
I. EMERGENCY SHUTDOWN OF OPERATIONS (FIRE/TORNADO)	5
J. TORNADO/SEVERE WEATHER WARNING (INCLUDING VEHICLES)	5&6
K. MEDICAL EMERGENCIES	6
L. POWER FAILURES	7
M. FLOOD	7
N. BLIZZARDS/WINTER STORM WARNING	7
O. WORKPLACE VIOLENCE	7&8
P. VULNERABLE ADULT PROTECTION PROCEDURE	8
Q. MISSING PERSONS PROCEDURES	8
R. ELOPEMENT PROCEDURES	8
S. EARTHQUAKE (INCLUDING VEHICLES)	8&9
T. BOMB THREAT	9
U. GAS ODOR PLAN	9&10
V. NATIONAL EMERGENCY SITUATION PLAN	10
W. ACTIVE SHOOTER PLAN	10
x. COMMUNICATION PLAN	10
X. REVIEW OF EMERGENCY ACTION PLAN	10

Z. METHOD OF DISTRIBUTION	10
ATTACHMENT A - sample evacuation map/guidelines	11-14
ATTACHMENT B - emergency telephone listing	15
ATTACHMENT C - bomb threat checklist	16

EMERGENCY ACTION PLAN

A. PURPOSE

This Emergency Action Plan has been developed to protect employees, clients, and other individuals in the building from serious injury, property loss, or loss of life in the event of a major disaster. A major disaster constitutes any one of the following but not limited to: fire, tornado, earthquake, bomb threat, flood, hazardous chemical spill, power failure; severe storm; medical emergency.

B. GENERAL PROCEDURES

Notification and/or warning of a disaster may come from any of the following sources: radio or television, civil defense, sheriff or police, internal alarm systems, internal automatic sprinkler system, messenger, or staff.

1. Notification of Emergency Warning

A person receiving notification of a possible disaster, or an internal emergency should immediately notify their supervisor or someone in the chain of command who will call together the Emergency Action Committee. The type of disaster or emergency situation should then be conveyed to all employees via the agency's emergency alarm system.

2. Emergency Action Committee

The following personnel will constitute the Emergency Action Committee. In a disaster or emergency situation, they should report to a designated emergency action area, unless the prevailing situation dictates otherwise. Committee members are from both counties, Jay and Randolph:

- | | |
|----------------------------|----------------------------------|
| a) Pre-Voc Services Lead | f) Health Services Coordinator |
| b) Director of Services | g) H&S Coordinator |
| c) QIDP/Social Services | h) Director of HR |
| d) Executive Director | i) Community Waiver Lead Manager |
| e) Facilities Lead Manager | j) Lead Home Managers |
| | k) Director of Transportation |

The committee's responsibilities are to:

- assess nature and extent of all emergencies
- assume control of all emergency actions
- assign tasks to personnel to carry out specific actions
- inspect premises, order evacuation, if deemed necessary
- take any other necessary actions to protect lives
- annually review this plan and revise as necessary
- plan training exercises to test evacuation plan
- instruct staff regarding their duties under this plan

This committee must consist of not less than two members in attendance. In any emergency situation, the Executive Director or next management member with authority present, (i.e. Directors of Services, Pre-Vocation Lead) shall have final authority to coordinate procedures, and amend, modify, or supersede any provisions of this plan in order to ensure client/employee safety.

3. Emergency Action Area

Emergency actions should be coordinated at the emergency control area - designated as the Executive Office. If this area is not safe/available, the committee will meet at a pre-arranged outside area.

4. First Aid Services

Several staff have been certified by the American Heart Association/Red Cross to provide first aid and CPR. A listing of staff who can provide these services is posted in each program and common area of

both centers. These staff will be available to administer first aid and/or CPR within the buildings, or in a complete evacuation, at a safe area outside the agency.

5. Phone Listings/Radio Station Listings

A listing of all emergency telephone numbers are located on and programmed into each telephone. Health and Safety Committees will check/update regularly. Copies are posted in each department and each staff shall receive a copy (Attachment B). In an emergency, the Administrative Assistant(s) should be notified immediately for contacting appropriate agencies. An Emergency Action Committee member should be contacted for assistance. Radio stations should be tuned to the appropriate stations.

6. Utility Controls

In RC, Lead Staff and in JC & RC Facilities Department and the Emergency Action Committee will know the location and operation of main controls for shutting off gas, electricity, and water leading into the building. The location of the shut-off controls will be listed on the map of the centers.

7. News Information

Information to any source of news media will only be released at the Executive Director's discretion, or their designee.

C. EMERGENCY ALARMS

Agency-wide Evacuation Alarm

Except for fire, employees, clients, and others should not evacuate the building unless the Emergency Action Committee authorizes (or if safe to do so in an active shooter situation).

1. Sprinkler Alarm (Portland Day Services Area)

In a fire, the automatic sprinkler alarm system will activate automatically. Upon activation, the water flow will begin in the area of the fire, and an alarm will sound through the building. Upon hearing the alarm, employees should, if time and circumstances permit, shut off power to the equipment they are operating and proceed to evacuation sites indicated outside the building. A roll call will be conducted. Evacuation routes and sites are posted in every area of the building (Attachment A, pg. 10-11).

Sprinkler System (Winchester)

In a fire, the sprinkler system will activate automatically. Upon activation, the water flow will begin in the area of the fire. Upon hearing the fire page, employees should, if time and circumstances permit, shut off power to the equipment they are operating and proceed to evacuation sites indicated outside the building. A roll call will be conducted. Evacuation routes and sites are posted in every area of the building (Attachment A, pg. 11 - 14).

2. Fire Alarm (Portland)

In a fire, an alarm will sound throughout the building. Upon hearing the alarm, employees should, if time and circumstances permit, shut off power to the equipment they are operating and proceed to evacuation sites indicated outside the building. A roll call will be conducted. Evacuation routes and sites are posted in every area of the building (Attachment A, pg. 11-14).

3. Paging horns and speakers will be checked every Monday morning by Facilities Manager in the program areas to assure they are working.

4. Action

When an alarm has been activated or a fire page has been announced, at least one Emergency Action Committee member should report to the outside evacuation site to provide direction and maintain order. The other members should take appropriate action to ensure safety of all individuals, and notify the proper agencies for any services that are needed.

D. FIRE EVACUATION PLAN

1. In a fire, the automatic sprinkler system in both Winchester & Portland will activate. Upon activation, water flow will begin in the area of the fire, and an alarm at the Portland Center will sound outside the

building.

2. For Portland Center an alarm will sound throughout the building. For Winchester Center a fire alert page will be announced.
 3. Staff will make clients aware of and assist with evacuating non-ambulatory, hearing and sight Impaired individuals.
 4. Clients and staff will evacuate using the nearest accessible exit.
 5. Restrooms will be checked by designated staff.
 6. Staff should close all doors behind them as they exit. DO NOT OPEN A DOOR UNTIL YOU HAVE TESTED FOR HEAT.
 7. Attendance will be checked and clients will be loaded in JRDS vehicles if necessary.
 8. LifeStream/New Interurban or designated providers will be contacted for evacuation to a temporary shelter, if necessary.
 9. The Administrative Assistant in JC will be responsible for taking the emergency packet and sign-in/out sheets upon leaving the building and will assure the packet is maintained properly. This packet contains all keys to the agency/vehicles. In RC, the Pre-Vocational staff will be responsible for taking the packet containing keys to the agency/vehicles.
 10. The Administrative Assistant in Portland and the Pre-Vocational staff in Winchester will contact the fire department; even though the system in Portland & Winchester has an automatic notification to the fire department. The Administrative Assistant will make a sheet listing what a substitute should do in an emergency.
 11. The fire department will assess damage and determine whether the building may be reoccupied. If the fire was such that the fire department was not involved, the Emergency Action Committee will determine the safety of the building.
 12. If necessary, parents/guardians will be notified that clients will be sent/taken home.
- * Group homes will follow the Emergency Action Plan for Residences

E. FIRE PREVENTION AND WORKPLACE HAZARDS

1. It is every employee's responsibility to prevent any type of fire in the building or its surroundings. Listed below are general items to take into consideration to accomplish this:
 - a. smoking is not allowed on JRDS property
 - b. avoid open flame around chemicals, paints, solvents, flammables
 - c. do not put any type of hot object in trash cans
2. Listing of some workplace hazards (see attachment for list of possible flammable substances)
Primary flammable substances:

a. paint and paint solvents	c. mineral spirits	e. hydraulic/engine oil	g. alcohol
b. propane tanks for fork trucks	d. grease	f. oxygen and acetylene tanks	h. gasoline
3. Control of Workplace Hazards
All flammable/combustible materials will be stored in a designated storage area. Good housekeeping will be the responsibility of ALL employees.
 - a. Waste materials must be discarded in proper places.
 - b. Operators must pick up/sweep any debris on/around the machines.
 - c. All aisles and exits must be kept clear.
 - d. All painted areas to fire extinguishers must be kept clear.
 - e. All employees must know evacuation routes and exits to proceed to in an emergency situation.
 - f. Employees must check that all containers are labeled and in good working order. Check caps, screens, valves, seals and containers for leaks. Replace/dispose of containers and parts if necessary.
 - g. Flammables are not to be mixed with other chemicals, unless specifically instructed to do so.
 - h. All employees will be instructed on the Emergency Action Plan.
 - i. Emergency telephone numbers will be posted on, and programmed into, all telephones in the building.
 - j. Direct supervisors will be responsible for training staff on handling, storage, disposing, and maintaining hazardous materials safely and properly in their specific program or office area.

F. MAINTENANCE OF FIRE EQUIPMENT AND HEALTH/SAFETY SYSTEMS

The Health and Safety Committee Members (or their designee) will perform the following system checks (in the centers and agency vehicles):

1. Health & Safety members will conduct fire extinguisher inspections monthly. Any concerns should be conveyed to the H&S Coordinator.
2. An outside safety firm will conduct annual checks on all fire extinguisher equipment, sprinkler and fire alarm systems with the interior of the sprinkler system checked every five years. Annually a sensitivity test will be completed in the group homes.
2. Smoke detectors will be inspected monthly, checking batteries and lights for working order. Batteries will be changed every six months
4. CO detectors will be inspected monthly checking batteries for working order
5. All emergency lighting will be checked monthly for working order.
6. First aid kits will be inventoried monthly to assure adequate supplies.
7. AEDs will be inspected monthly by Director of Services for working green light and expired pads. Health and Safety Coordinator inspects pads annually.

* Group homes will follow the Emergency Action Plan for Residences

G. EVACUATION SITES (FIRE/TORNADO)

A map of all evacuation routes/sites is displayed near the exit door in all areas. Each map shows the routes and exits to take from any location in the building. The reverse side of these maps includes guidelines for handling evacuations. It will be the Director of Human Resource's responsibility to generally review maps with new staff at orientation. It is the department supervisor's responsibility to specifically inform staff, clients, and others of evacuation routes in specific program/office areas. Maps are updated annually by Administrative Assistant.

H. EXTERNAL EVACUATION SITES

If the Emergency Action Committee determines that all persons must be evacuated to outside safety sites, those sites are:

PORTLAND Primary – Day Services – Northeast of JC Center, all others - grassy area beside East Elementary, then to any or all of Waiver & non-Waiver homes
Secondary – Jay County Community Center

WINCHESTER Primary – Freedom Life Church
Secondary – YMCA at 1521 E. Washington St

I. EMERGENCY SHUTDOWN OF OPERATIONS (FIRE/TORNADO)

An emergency shutdown will only be ordered by the Executive Director or Senior Director of Services. No employee should risk injury to accomplish this task.

However, if time permits:

1. Pre-Voc staff should drive the forklift out of aisles/exit routes.
2. Obstacles should not be in exit paths.
3. Designated staff should shut off gas and electricity as directed.

J. TORNADO/SEVERE WEATHER WARNING (BUILDING)

In a tornado or severe weather warning, the following should be put into effect by the supervisor or Director of Transportation.

1. Listen for latest advisories on radio and notify all agency staff.
2. If necessary, emergency shutdown procedures will be initiated.
3. A first aid kit, flashlight, and battery operated radio will be taken to the designated safety area.
4. Move all individuals into designated safety areas - if time doesn't permit, assume protective position under tables and remain until an "all clear" signal is given.
5. Close all interior doors to protect from flying glass.
6. All persons should sit or kneel face down on the floor, with knees drawn up under their body and hands covering back of their heads.
7. Staff are responsible for notifying, and moving clients who have difficulty ambulating or are hearing or

- sight impaired.
- 8. Staff will check all attendance by a roll call.
- 9. After tornado/severe weather passes, restore calm and check for injuries.
- 10. Buildings will be inspected for damage by Executive Director, Lead Facilities Manager, or Directors of Services or outside entities before individuals move back into areas.
- 11. If building is deemed dangerous, all persons will be sent/taken home
- * Group homes will follow the Emergency Action Plan for Residences

TORNADO/SEVERE WEATHER WARNING PLAN (VEHICLES)

- 1. Persons driving agency vehicles should stay alert to pending weather conditions
- 2. Tune radio to weather station to monitor conditions
- 3. If driving in rural area, pull vehicle safely off the road and get clients in the nearest ditch or ravine until emergency condition ceases.
- 4. If driving in town, go to nearest safe location until emergency condition ceases.

K. MEDICAL EMERGENCIES (more than basic first aid treatment)

1. MEDICAL EMERGENCY DATA

- a. Medical emergency contact sheets on all clients are available in electronic data system to the program areas and staff are kept in the HR office in Jay County. The information is accessible, with individual right to privacy being acknowledged.
- b. The following information will be included:
 - 1) employee/client name, address, and phone number
 - 2) 2 emergency contacts - name, address and phone numbers
 - 3) family doctor's name, address and phone
 - 4) for clients: pertinent information on medical history/medications taken
 - 5) any known allergies to medications
- c. Medical emergency contact sheets will be updated annually for all individuals. Most recent updates may be found in Quantum. There will be a list of all clients with a DNR in each program area.
- d. All personnel and clients will be requested and encouraged to provide the necessary information for these contact sheets.

2. MEDICAL EMERGENCY PLAN

- a. In a medical emergency, supervisors or other qualified personnel will administer emergency care including first aid and/or CPR (with DNR, staff will continue performing CPR until licensed medical personnel arrive. A copy of the DNR will be provided to responding medical personnel).
- b. If attending personnel determine that further medical attention is needed, an individual not administering treatment will call for an ambulance (Attachment B) and relay the nature of the emergency treatment being given; ask if further treatment is necessary while awaiting the ambulance's arrival; and relay the location of the person. A designated staff will be notified for directing the ambulance when it arrives.
- c. At all times, keep individual as calm and comfortable as possible.
- d. Accompany individual to the hospital; provide any additional information that is known and necessary for the individual to receive emergency care; and stay as necessary.
- e. In a medical emergency, a copy of the contact sheet will be given to ambulance and/or the emergency room physician/personnel.
- f. The person's emergency contacts will be notified as soon as possible.
- g. Complete necessary reports which may include accident/illness report and/or worker's compensation report. These reports are to be submitted to the Director of Human Resources immediately.

3. MEDICAL CHANGE OF CONDITION (added June 2019)

- a. A client who is served by JRDS personnel and is receiving Wellness Coordination will be monitored for any medical emergency.
- b. When there is a change of condition to the client, staff will notify home manager, Healthcare Coordinator, Hospice staff (if applicable) and/or physician.

- c. A change of condition is anything that deviates from the client's baseline
- d. If vitals (temperature, pulse, blood pressure, oxygen saturation) are being monitored these should be checked any time breathing treatments are being administered to evaluate effectiveness
- e. During client specific training, staff will be trained on baseline health issues and how they should respond to any change in their condition
- f. If the client is on home hospice we will follow their guidelines, otherwise we will follow the directions of the attending physician

4. STAFF TRAINING

- a. DSPs and other designated staff will be trained/updated in First Aid and CPR every two years, with new staff receiving training during agency orientation week. Copies of certification cards will be maintained in the personnel files.
- b. Staff is certified by American Red Cross to provide first aid and to perform CPR. Their names are posted at both centers. These staff will be available to provide these services at the centers, or in a complete evacuation, at a safe area outside the agency.
- c. New staff will be trained in emergency care procedures by their departmental supervisor during their program orientation.
- d. New staff will be trained in suicide risk factors as well as what to do in case of a suicide attempt
- e. All direct care staff, if required to administer medication, will be trained in med administration by a JRDS Health Services Coordinator upon hire and yearly thereafter.
- f. All training will be documented, according to agency policy.

L. POWER FAILURES

The Emergency Action Committee shall determine appropriate measures to be taken during a power failure using the following guidelines:

- 1. assess the reason for the failure and projected length by contacting and/or notifying proper utility company
- 2. all staff should keep fellow staff, clients, others calm
- 3. if short term, workers will assemble in a well lighted area of the building until power is restored
- 4. depending on weather conditions and potential length of the outage, generators may be used to supply minimal electricity or individuals may be evacuated to a temporary shelter or sent/taken home
- 5. The Emergency Action Committee will meet following an actual event to assess the response and determine any additional follow-up action needed

* Group homes will follow the Emergency Action Plan for Residences

M. FLOOD

The Emergency Action Committee shall determine steps to be taken during a possible flood threat,

- 1. listen for latest advisories on radio and notify all staff
- 2. call local and/or state police for road conditions
- 3. if time/conditions permit, clients will be sent/taken home upon notifying parents/guardians and local radio stations
- 4. if time and/or road conditions do not permit, contact local/state police for instructions (Attachment B)
- 5. if necessary, emergency drop off points may be used
- 6. if flooding enters the building, do not permit entry until the building has been inspected and declared safe
- 7. The Emergency Action Committee will meet following an actual event to assess the response and determine any additional follow-up action needed

* Group homes will follow the Emergency Action Plan for Residences

N. BLIZZARDS/WINTER STORM WARNING (IN AGENCY)

The Emergency Action Committee shall determine steps to be taken during a possible blizzard/winter storm Threat including but not limited to:

- 1. listen for latest advisories on radio and notify all staff
- 2. call local and/or state police for road conditions
(State police - 1-800-261-7623 or web site: trafficwise.in.gov)

3. if necessary, notify parents/guardians to send/take clients home
 4. if anyone must remain in the building, notify local authorities, Emergency Action Committee, and parents/guardians
 5. gather radio, flashlights, first aid supplies, blankets, fresh water, available food and move to staff lounge
 6. if heat is off, close doors to preserve heat
 7. when roads are cleared, parents/guardians will be notified and clients will be picked up or taken home if roads are passable
 8. local authorities will be notified that clients are being transported home
 9. The Emergency Action Committee will meet following an actual event to assess the response and determine any additional follow-up action needed
- * Group homes will follow the Emergency Action Plan for Residences

O. WORKPLACE VIOLENCE

If a situation arises that reflects a potential for violent behavior in the workplace (buildings or vans), it is the responsibility of all staff to take the following steps:

1. Call for help
2. Diffuse the situation if possible
3. Remove all clients to a safe area
4. Call or text 911
5. Talk calmly to person and wait for police to arrive

P. VULNERABLE ADULT PROTECTION PROCEDURE

If a situation arises that reflects a potential for harm to any individual enrolled in services at JRDS, it is the responsibility of all staff to take the following steps when knowledge of this possibility exists:

1. Alert all staff who works with the individual, including front office staff, the name of the potential abuser
2. Provide a picture to the front office staff if one is available
3. Front office staff will stop all visitors at the front window and ask for ID from anyone suspected of being an abuser
4. If the person is on the state predator list, staff should not allow them access to the client
5. Front office staff will ask the visitor to leave our facility
6. If the person will not leave the facility, call 911
7. Talk calmly to person and wait for police to arrive

Q. MISSING PERSONS PROCEDURES

<u>ACTION</u>	<u>PERSONS RESPONSIBLE</u>
1. Search immediate area	Immediate supervisor; Case Coordinator; other designated staff
2. Search building inside & out checking all locked areas	Immediate supervisor; Case Coordinator; other designated staff
3. Page throughout building "If anyone knows where _ is, please contact the _____ immediately!"	Immediate supervisor; Case Coordinator; other designated staff
4. If person is not located, call parents/guardian	Immediate supervisor; Case Coordinator
5. Call local law enforcement, if necessary	Executive Director or Case Coordinator, immediate supervisor

R. ELOPEMENT PROCEDURE

1. Page "Code Orange" to _ (area needing assistance) throughout the building. Department Head,

Case Coordinator or other qualified staff will go to the area.

2. Staff (with cell phone) will go outside to locate client.
 3. Staff will talk to and encourage client to return to the agency.
 4. Follow behavior plan
 5. If individual refuses to return to the agency, staff with the client will call their supervisor or the Department Head for directions.
 6. Family or Home Lead Staff will be notified of the situation
- * Group homes will follow the Emergency Action Plan for Residences

S. EARTHQUAKE (BUILDING)

Earthquakes usually occur without warning. Due to the suddenness, all individuals should attempt to get under a table, desk or any heavy object. Any inner room next to an interior wall would be safe. **NO ONE SHOULD GO OUTSIDE THE BUILDING.** After the earthquake has stopped, the following should occur:

1. Staff should help restore calm to all individuals.
2. Staff will check attendance by a roll call.
3. Certified personnel should check for injuries and provide first aid as needed.
4. Work center staff should check for fires and shut off all gas, water and electricity at main controls.
5. Buildings will be inspected for damage by Executive Director, Directors of Services, Lead Facilities Manager, & Director of Human Resources, or outside entities before individuals move back into areas. If there is major structural damage or other unsafe condition, a complete evacuation may be ordered by the Emergency Action Committee.
6. The Committee should then notify proper utility companies or other services as needed for determination of continuation of services.

* Group homes will follow the Emergency Action Plan for Residences

EARTHQUAKE (OUTSIDE)

1. Move away from buildings, trees, street lights and power lines
2. Crouch down and cover your head with your arms/hand and wait for the shaking to stop
3. Check to make sure you are not injured.
4. Contact the Administrative Assistants at the agency or the Home Manager to let them know your condition

EARTHQUAKE (VEHICLE)

1. Pull vehicle safely off road, clear of electrical lines and trees.
2. Keep clients in vehicle and as calm as possible.
3. Contact Administrative Assistants to notify the Director of Human Resources who will contact the appropriate Senior Director

T. BOMB THREAT

In case of a bomb threat, normally received over the telephone, the following should be followed:

1. The person receiving the bomb threat should complete the checklist (Attachment C) as soon as possible and provide the Emergency Action Committee with details.
2. The Committee shall determine appropriate procedures to take:
 - a. immediate agency-wide evacuation to outside safety sites, page 6
 1. Load all individuals on vans and check attendance
 2. Transport to safe location
 - b. contacting proper law enforcement agencies and local fire department (Attachment B)
 - c. no entry/re-entry until the building has been searched and declared safe by bomb disposal unit
3. If a bomb threat is received by means other than the telephone, the person receiving the threat should report immediately to an Emergency Action Committee member.
4. If conditions are such that re-entry to the building is not possible, LifeStream/Interurban or designated providers will be contacted and individuals will be sent/taken home.

U. GAS ODOR PLAN

Yearly, clients and staff will be trained on natural gas odor using cards provided by Ohio Valley Gas

Company. **If a gas odor is detected, do not use a telephone, turn on or off any lights, or use any other electrical device.**

The following will occur if detected in a JRDS Center:

1. Staff will report the odor *in person* to the agency Administrative Assistant or Pre-Voc Lead, alerting other program staff on the way. If in a residential home, staff should alert other staff.
2. Staff will make clients aware and assist with evacuating non-ambulatory and hearing and sight impaired.
3. Clients and staff will evacuate using the nearest accessible exit.
4. Restrooms will be checked by designated staff.
5. Staff should close all doors behind them as they exit.
6. Attendance will be checked and clients loaded on vans for evacuation to a temporary shelter, if necessary.
7. Agency administrative assistants or residential staff will dial 911 from a cell phone or other phone not connected to the home or agency building. Residential staff should also call the lead staff for that home.
8. Staff will follow directives of either the gas company or the Fire Department as to when it is safe to re-enter the building.
9. If necessary, parents/guardians will be notified that clients will be sent/taken home.

The following will occur if detected in a home:

1. Staff will alert other staff and residents of the home
 2. All will exit the nearest exit and close all doors
 3. Attendance will be checked
 4. Staff will notify the Facilities Lead Manager from their cell or from a neighbor's phone
 5. Facilities Lead Manager will begin all safety measures
 6. Facilities Lead Manager will determine the safety of reentering the home
 7. If the outage is determined to last more than 12 hours, the residents will be taken to alternate sites
- * Group homes will follow the Emergency Action Plan for Residences

V. NATIONAL EMERGENCY SITUATIONS PLAN

In case of a national emergency situation, staff is expected to adhere to the following guidelines:

1. Follow the normal routine focusing on usual goals and activities
2. Clients should be discouraged from constantly watching the news channels on TV and listening to talk radio.
3. Encourage discussion between staff and clients, however, staff should be very careful with their body language and voice tones
4. Homes receiving 24 hour JRDS supervision should have ample water and canned food based on program guidelines. These supplies need to be rotated to assure freshness.

The only time normal routines would need changed is if this country would go to a "High Alert". At that time, JRDS would be contacted by the office of the Emergency Management Director. Their up-dated procedures would be given and shared with staff, clients and families.

* Group homes will follow the Emergency Action Plan for Residences

W. ACTIVE SHOOTER PLAN

In case of a situation of an active shooter on JRDS properties, the following is a list of choices staff can choose to make to protect the clients as well as themselves:

1. If in an office, there are three choices, 1) Hide in place behind a locked door then call/text 911; 2) Run outside to a safe location then call/text 911; 3) fight the shooter
2. If in a program area, assist clients into a safe area, lock the doors and call/text 911, and remain until police arrive to let you know all is safe or
3. If the clients are able to get outside and run to a safe area, meet at a designated safe place and call/text

911

4. In a home, there are three choices, 1) Hide in place behind a locked door and call/text 911; 2) Run outside to a safe location then call/text 911; 3) fight the shooter

This procedure will be tested with community participants every 12 to 18 months.

* Group homes will follow the Emergency Action Plan for Residences

X. COMMUNICATION PLAN

1. In the event of a community/man-made/natural disaster, Fire, Tornado, ETC., programs are to follow the JRDS Crisis Communication Policy.
2. The local Emergency Management Agency (EMA) will be notified of our emergency and needs of the clients and staff by either a Senior Director of Services or the Executive Director or designee. A cell phone will be used if possible but a Director or designee will go in person to share information if necessary. Information shared may include but is not limited to: assistance with evacuations, transfers, injuries, etc.

Y. REVIEW OF EMERGENCY ACTION PLAN

These procedures will be reviewed and updated annually by the Emergency Action Committee and agency Health and Safety Committees. Revisions may be made more often if changing regulations or needs dictate.

Z. METHOD OF DISTRIBUTION

The Emergency Action Plan will be distributed to clients, advocates/guardians, and legal representatives at their annual meeting by a JRDS staff member via electronically or hard copy form. This document will also be available upon request.

Guidelines for assistance during evacuations is posted on the reverse

GUIDELINES FOR EVACUATION - PORTLAND - UPDATED APRIL 2020

FIRE PLAN/GAS ODOR PLAN (Follow plan except evacuate before dialing 911)

Administrative Assistant	After dialing 911, Take emergency bag containing keys, 1 st Aid kit, phone & sign-in sheet and go to designated safe area in front of building.
Community Waiver Lead Manager Dir. of Administrative Services Exec. Director	Assist/direct Day Services clients to safety Must go around the outside of the building to assist
QIDP/Lead Home Manager Administrative Assistants	Check staff lounge/mechanical room, then to assist/direct Pre-Voc clients to safety
Fiscal Staff	Assist/direct Day Services clients to safety Must go around the outside of the building to assist
Day Program Managers	Check client bathrooms and assist/direct clients to safety
Health Services Coordinators	Check back bathrooms and assist Pre-Voc clients to safety
Direct program staff	Assist/direct program clients to safety
Director of Fin., HR Director	Stand at front door to stop visitors/staff from entering building
Director of Services	Stand at client entrance to stop visitors/staff from entering building

TORNADO PLAN

Administrative Assistant	Monitor NOAA radio and report any watches/warnings
All staff	Assist/direct clients into safe areas

TORNADO SHELTERS:

All Pre-Voc clients - main hall in front office area or hall in East wing
All Day Services clients - quiet rooms 1 & 2
East office staff - main hall &/or east hallway in front office area
West office staff - kitchen (staff break) area

EARTHQUAKE

Staff in offices	Get under desk or stand in doorway
All direct program staff	Assist/direct clients under tables or next to an interior wall

POWER OUTAGE: all staff

Emergency Action Committee	Assist/direct clients to stay in appropriate areas and remain calm Determine cause and length of outage and develop plan
----------------------------	--

FLOOD

The Emergency Management Services (formerly Civil Defense) will be called and the agency will follow the City of Portland evacuation plan that is in place.

EXECUTIVE DIRECTOR

JRDS HEALTH & SAFETY COORDINATOR

Evacuation map located on reverse side

"SAMPLE" EVACUATION MAP

Guidelines for assistance during evacuations is posted on the reverse

GUIDELINES FOR EVACUATION - WINCHESTER - UPDATED APRIL 2021

FIRE PLAN/GAS ODOR PLAN (Follow plan except evacuate before dialing 911)

QIDP/Social Services After dialing 911, Check lg bathroom, kitchen, & office 5. Check sm. bathroom, conference rm., copy rm., & floater offices before exiting building. Stand at door 1 to stop visitors/staff from entering building.

Pre-Vocational Lead Staff Take emergency bag containing keys, 1st Aid kit, phone & sign-in sheet, proceed to west side of building to assist clients to safety.

Visiting Staff in Front offices Assist/direct Day Services/Pre-Voc clients to safety

Direct program staff Check client bathrooms. Assist/direct program clients to safety.

Program areas evacuate to Silvertowne parking lot on the west side of building; front office/kitchen areas to evacuate to the grassy area east of the building.

TORNADO PLAN

Pre-Voc Lead Monitor weather radio to report any watches/warnings

Day Services Lead Staff Monitor radio and report any watches/warnings to other programs

Direct program staff Assist/direct clients into safe areas; if necessary; assist Hearing impaired clients

Staff in front offices Check on staff and clients after danger has passed

TORNADO SHELTERS:

All Pre-Voc clients - client restrooms
All Day Services clients - Day Services restroom
Front office staff - office restrooms

EARTHQUAKE

Staff in front offices Get under desks or parallel to an interior wall
Check on staff and clients after danger has passed

All direct program staff Assist/direct clients under tables or next to an interior wall

POWER OUTAGE

All staff Assist/direct clients to lighted area in Day Services and remain calm

Emergency Action Committee Determine cause and length of outage and develop a plan

FLOOD

The Emergency Management Services (formerly Civil Defense) will be called and the agency will follow the City of Winchester evacuation plan that is in place.

EXECUTIVE DIRECTOR

JRDS HEALTH & SAFETY COORDINATOR

Evacuation map located on reverse side

ATTACHMENT B

EMERGENCY TELEPHONE NUMBERS - UPDATED APRIL 2021

JAY COUNTY

RANDOLPH COUNTY

AMBULANCE.....911.....

EMERGENCY MANAGEMENT SERVICES..260-726-6909 or 6910.....765-584-9641

FBI.....1-317-639-3301.....

FIRE.....911.....

HOSPITAL.....260-726-7131.....765-584-9001

IND DEPT OF ENVIRONMENTAL MANAGEMENT.....1-317-233-7745.....

POLICE.....911 or 260-726-7161.....911 or 765-584-1301

POISON CONTROL.....1-800-222-1222.....

RADIO STATIONS.....WPGW 1440 AM/100.9 FM.....STAR 98.3 FM
WLBC 104.1 FM..... WZBD 92.7 FMWMDH 102.5 FM

SHERIFF.....260-726-8188.....765-584-1721

STATE POLICE.....1-800-761-2985

TOXIC CHEMICAL/OIL SPILLS.....1-800-424-8802.....

UTILITIES: ELECTRIC.....260-768-6011.....260-768-6011
Indiana Michigan

GAS.....260-726-8114.....765-584-5501 or 5503
Ohio Valley Gas

WATER.....260-726-9395.....765-584-2391
City of Portland IN American Water

BOMB THREAT CHECKLIST

BE CALM AND COURTEOUS!

LISTEN & DO NOT INTERRUPT CALLER!!!

WHO TOOK CALL: _____

DATE: _____ TIME: _____ AM PM

CALLER'S IDENTITY: MALE FEMALE ADULT JUVENILE UNKNOWN

ORIGIN OF CALL: LOCAL LONG DISTANCE WIRELESS INTERNAL

SPECIFICS ABOUT THE BOMB

- a. Keep caller talking if caller is agreeable to further conversation.
- b. Did caller appear familiar with building by description of bomb location?
- c. After call is taken, notify at once a member of the Emergency Action Committee.