

**Policy Title: Emergency Response Reporting and Review**

<p><b>Policy Owner:</b> Director of Facilities and Risk Management <b>Policy Originated by:</b> Program</p>	<p><b>Date Written:</b> 10/1/13</p>
<p><b>Applicable Programs:</b> All</p>	<p><b>Date Reviewed and Approved by ELT:</b> 3/11/14, 4/19/18, 6/18/18, 6/28/18</p>
<p><b>Statutory or Regulatory Citation:</b> Minn. Stat. § 245D.02, subd. 8 Minn. Stat. § 245D.11, subd. 2 Minn. Stat. § 245A. Rule 3</p>	<p><b>Signature if needed:</b></p>

**Policy:** It is the policy of St. David's Center to effectively respond to all emergencies and as applicable report, and review, to ensure the safety of persons receiving services and to promote the continuity of services until emergencies are resolved.

**Definitions:**

**"Emergency"** means any event that affects the ordinary daily operation of the program including, but not limited to:

- fires, severe weather, natural disasters, power failures, or other events that threaten the immediate health and safety of a person receiving services; and
- events that require calling 911, emergency evacuation, moving to an emergency shelter, or temporary closure or relocation of the program to another facility or service site for more than 24 hours.

**Procedure:**

**Response Procedures**

**1. Safety Procedures**

- A. **Fires.** Additional information on safety in fires is available online at: <http://www.ready.gov/fires>. Agency Fire Prevention strategies include: Routine drills, execution of a preventative maintenance schedule for mechanical systems, routine checks of fire alarms, fire extinguishers, and sprinkler system. Fire drills are practiced monthly as training for staff on carrying out fire procedures. Administration keeps a log detailing dates and times. In the event of a fire emergency, staff will take the following actions:

**In the event of an actual fire, Staff will:**

1. Close the door of the premises or area where the fire is located to help contain the fire and slow its spreading.
2. Evacuate all individuals in the immediate area of the fire to safety. Teachers and program staff are responsible for getting their children and clients out of the building. All other staff will assist programs and participate as needed.
3. Activate the building fire alarm, if it has not been automatically activated, or implement the warning system for the program.
4. Utilize a fire extinguisher as trained, if appropriate.
  - a. Pull the pin.
  - b. Aim the nozzle at the base of the **fire**. Hitting the tops of the flame with the **extinguisher** won't be effective. ...
  - c. Squeeze the trigger. In a controlled manner, squeeze the trigger to release the agent.
  - d. Sweep from side to side. Sweep the nozzle from side to side until the **fire** is put out
5. Call 911 and provide the following information: caller's name; Address of fire; type of fire, if known; and extent of fire, if known.
6. Evacuate all others to one of the designated assembly points outside and account for each person, closing doors as you go.
7. Upon reaching the assembly point, Staff will wait for the fire department and provide specific information to them when they arrive.
8. Everyone should remain outside until given permission to reenter by fire officials. If remaining outside jeopardizes the health and/or safety of individuals, Staff will be directed to the relocation site.
9. Contact the Supervisor or designee.
10. Once the fire is out the supervisor or designee will consult with the fire department to determine if the building is habitable.
11. After appropriate arrangements have been made to meet everyone's immediate needs, the supervisor or designee will: notify the program director; notify the appropriate manager/designee; contact the county case manager; contact parents and guardians;; arrange for the completion of an incident report by the Staff who was in charge at the time of the fire; notify licensing personnel as appropriate.

- B. Severe Weather and Natural Disasters.** Additional information on safety in severe weather or natural disasters is available online at: <http://www.ready.gov/natural-disasters>. The agency conducts monthly tornado drills from April to September and maintain a log of times and dates that drills were completed in the event of a severe weather emergency, staff will take the following actions:

Monitor weather conditions: Listen to local television or radio or a weather-radio for weather warnings and watches. Follow their directions on the need to change plans and activities, stay indoors, or seek shelter.

**WARNING:** severe weather is either occurring or is imminent. A warning is the most significant and staff must take immediate action to protect people by seeking immediate shelter.

**WATCH:** severe weather is possible as conditions are favorable for the weather event. Staff should plan and prepare for the possibility of the severe weather. Staff should help people change their plans for travel and outdoor activities.

**ADVISORY:** weather conditions may cause inconvenience or difficulty when traveling or being outside. Staff should help people consider changing their plans for travel and outdoor activities or consider that additional time may be required to complete their plans.

Account for the well-being of all people receiving services.

Inform people why plans and activities are changing and what they are doing to keep them safe.

- C. Power Failures.** Additional information on safety during power failures is available online at: <http://www.ready.gov/technological-accidental-hazards>. In the event of a power failure emergency, staff will take the following actions:

1. Report power failures to the local power company or the parent or facility where the program is taking place.
2. Use emergency supplies (flashlights, battery-operated radio).
3. Account for the well-being of all people receiving services.
4. Inform people why plans and activities are changing and what they are doing to keep them safe.

- D. Emergency Shelter.** Additional information on emergency shelter is available online at: <http://www.ready.gov/shelter>. Some emergencies will be best met by seeking

safety in an emergency shelter. Depending on the emergency you may need to shelter in place or shelter outside the disaster area.

1. Follow directions of local emergency personnel to locate the closest emergency shelter.
2. If time allows, move to the emergency shelter with a supply of medication and / client information, and emergency contact names and information.
3. At the emergency shelter, notify personnel of any special needs required to use the emergency shelter.
4. Remain calm and keep everyone informed of why events are occurring.
5. Use of an emergency shelter may include severe weather, natural disasters, power failures, and other events that threaten the immediate health and safety of people receiving services.

**E. Emergency Evacuation.** Additional information on emergency evacuation is available online at: <http://www.ready.gov/evacuating-yourself-and-your-family>. Some emergencies will be best met by leaving a program site or the community and seeking safety in an emergency shelter. Often the emergency evacuation will be directed by police, fire, or other emergency personnel who will direct people where to seek safety.

1. Account for the well-being of all people receiving services.
2. Inform people why they are leaving the program and what is being done to keep them safe.
3. Follow directions received from administrative staff, police, fire, and other emergency personnel.
4. If time allows, evacuate with medication and medical supplies, client information, and emergency contact names and information.
5. Emergency evacuation may include severe weather, natural disasters, power failures, and other events that threaten the immediate health and safety of people receiving services.

**F. Temporary closure or relocation.** Some emergencies will be best met by temporarily closing or relocating a program site for more than 24 hours. This decision will be directed by program administrative staff.

1. Inform people why the program is closing and relocating to keep them safe. Formal notification to the person receiving services, legal representatives, and case managers will be completed by administrative staff.
2. Follow directions received from administrative staff, police, fire, and other emergency personnel.
3. If time allows, remove from the program; medication client information, and emergency contact names and information.
4. Closure or relocation may include severe weather, natural disasters, power failures, and other events that threaten the immediate health and safety of people receiving services.

G. In case of severe weather, all persons in the building will take refuge in specified interior hallways or interior rooms with no or few windows. Individuals must not sit in front of doorways directly below heavy objects that may fall.

H. A member of the Crisis Management Team will communicate with local emergency management officials, law enforcement officials, or other appropriate state or local authorities in cases of emergency, which include fire, situations requiring emergency sheltering, or situations requiring emergency evacuation.

## **2. For Therapeutic Recreation and/or Early Childhood Education only:**

### **Additional safety procedures for Day Services Facilities and Community-Based Facilities**

#### **1. First Aid and CPR**

##### A. Training

- i. A staff person trained in first aid will be available on site whenever a person receiving services is present and staff are required to provide direct service.
- ii. A staff person trained in cardiopulmonary resuscitation (CPR) will be available on site when required in a person's coordinated service and support plan or coordinated services and support plan addendum whenever a person receiving services is present and staff are required to be at the site providing direct service.
- iii. CPR training must include in-person instruction, hands-on practice, and an observed skill assessment under the direct supervision of a CPR instructor.

##### B. First aid kits

- i. First aid kits will be readily available for use. First aid kits will be carried by Lead/Coordinator staff on field trips.
  - ii. First aid kits must include accessible first aid supplies including bandages, sterile compresses, scissors, an ice bag or cold pack, an oral or surface thermometer, mild liquid soap, adhesive tape, and a first aid manual.
- 2. Emergency equipment** (<http://www.ready.gov/build-a-kit>) A flashlight and portable radio and television that can be used in the event of a power failure must be at our program.

### **Reporting Procedures**

Emergency reports will be completed using the program's emergency report and review form as soon possible after the occurrence, but no later than 24 hours after the emergency occurred or the program became aware of the occurrence. The written report will include:

1. It is not necessary to identify all persons affected by or involved in the emergency unless the emergency resulted in an incident to a person or persons;
2. The date, time, and location of the emergency;
3. A description of the emergency;
4. A description of the response to the emergency and whether a person's coordinated service and support plan addendum or program policies and procedures were implemented as applicable;
5. The name of the staff person or persons who responded to the emergency; and
6. The results of the review of the emergency (see section IV).

### **Review Procedures**

This program will complete a review of all emergencies.

1. The review will be completed using the program's emergency report and review form by the program director or their designee.
2. The review will be completed within 30 days of the emergency.
3. The review will ensure that the written report provides a written summary of the emergency.
4. The review will identify trends or patterns, if any, and determine if corrective action is needed.
5. When corrective action is needed, a staff person will be assigned to take the corrective action within a specified time period.

### **Record Keeping Procedures**

1. The review of an emergency will be documented on the emergency reporting form and will include identifying trends or patterns and corrective action if needed.
2. Emergency reports will be maintained in an electronic file.

**Violation of this Policy or Procedure**

No or only partial adherence to this policy or procedure may result in noncompliance with current regulatory requirements and subsequent penalties to St. David's Center. Remediation for violators will include, but not be limited to, disciplinary action up to and including termination depending on the circumstances of the situation at the time.

**Reference or Attachment:**

[Accident/Critical Incident Policy](#)