

SUBJECT: EMERGENCY MANAGEMENT

EFFECTIVE
DATE: 03-31-11 (replaces 05-28-10)

APPROVED BY:

Reviewed (no changes): _____

Executive Director

POLICY

It is the policy of McIntosh Trail Community Service Board to be prepared for emergencies in order to insure the safety of consumers and staff. Emergency procedures are established to be followed when components of the environment of care are stressed or fail.

PROCEDURE

Each service site will have a written Emergency Preparedness Plan (EPP), Disaster Response Team Protocol (DRTP), Protocol for Pandemic Flu Epidemic and Community Wide Preparedness Plan (CWPP) for dealing with potential emergencies and disasters, including, but not limited to: fire, severe weather, missing persons, bomb threats, infectious outbreak, or bioterrorism, chemical, utility failures, medical emergencies, natural disasters, safety during violent or other threatening situations, or nuclear terrorism, etc. The plan will include, but is not limited to, the following:

1. The plan will define a procedure to secure the safety of consumers and staff or provide appropriate provisions for temporary shelter, food, clothing, heating and living arrangements for consumers who are receiving agency operated residential services (i.e.: Holiday Inn, Salvation Army, etc.). Specific arrangements are identified in written agreements with other agencies where applicable;
2. Appropriate provisions for the continuation of necessary medical care to consumers and security of medications;
3. The assignment of personnel to specific tasks and responsibilities, such as who is to place telephone calls, who is responsible for vehicles, who is to help which consumers if necessary;
4. Instructions relating to the use of alarm systems and locations of first aid and other emergency equipment;
5. Information concerning methods of fire containment;
6. Posting of emergency telephone numbers in a conspicuous location near each telephone at each facility;
7. Systems for notification of appropriate persons;
8. Staff will have knowledge of first aid and emergency resuscitation/choking procedures for specific conditions and ages of consumers served;
9. Staff will have knowledge of emergency procedures for specific medical conditions;
10. Evacuation routes and other emergency procedures, as appropriate to the facility's services, identified and posted at suitable locations throughout the site, except in small residential settings, such as apartments with less than four consumers and where other alternatives are used to make sure that evacuations are well-planned and practiced;

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PROCEDURE (continued)

11. Fire evacuation drills are held at least quarterly at each facility site, (group residential sites will need to do quarterly per shift/one per month).
 - a. Fire evacuation should be done in the minimum amount of time required to evacuate the consumer population of the building.
 - b. A written report or check sheet evaluation of each drill indicates whether procedures were followed, whether any problems were encountered, whether any corrections or modifications to the procedure are needed and which staff participated in the drill.
 - c. Documentation of these drills shall be sent to the Health and Safety Committee and copies shall be kept at each site.
 - d. All of the required drills are to be unannounced.
12. Unannounced tests of all other emergency procedures are conducted on each shift annually at all facility sites.
13. Security during emergency situations (ex. dealing with VIPs, civil disturbances, the need to control human and vehicle traffic in and around the environment of care during disasters) will be handled by adding additional staff.
14. Life Safety during emergency situations will be conducted by facility-wide response to fire, evacuation of the building and notification to the proper authorities.
15. Emergency procedures for hazardous materials and waste will address the specific precautions to be taken when there is a spill or exposure, first aid response, and the need for protective equipment for staff.
16. When there is an equipment disruption and/or failure during an emergency, all efforts will be made to repair or access spare medical equipment to replace the failed medical equipment.
17. When there is a utility failure and/or disruption, alternate sources for essential utilities will be used, operating procedures for shutoff controls will be followed and repair service will be obtained.
18. Should a significant infectious outbreak occur among consumers and/or staff, they will be immediately referred to a private medical doctor or local Health Department for appropriate medical care. The affected site will continue to provide services with available remaining staff, unless directed differently by the medical director. Each service site will have a copy of Protocol for Pandemic Flu Epidemic, also located on FormDocs.
19. When there is a communication failure, and/or disruption during an emergency, all efforts will be made to repair the failed communication equipment.
20. The dispensary at McIntosh Trail Behavioral Health Center:
 1. Fills or refills written prescriptions for patient assistance medication;
 2. If the pharmacy at Pine Woods is not able to open due to a disaster, the agency will get medications through local resources or Cardinal.
 3. If the dispensary or pharmacy at Pine Woods are unable to open due to a disaster, arrangements will be made with local pharmacies.
 4. The Pharmacy at Pine Woods will maintain a perpetual inventory of medications.