

SIBLEY COUNTY DEVELOPMENTAL ACHIEVEMENT CENTER  
EMERGENCY POLICY DRILLS AND PROCEDURES Effective  
January 1, 2016

In the event of an emergency it is of the utmost importance that consumers and staff members be protected, therefore, in all emergency situations referred to in this policy, evacuate the facility as soon as possible. This policy will outline general procedures to be followed for various emergencies. Naturally all emergency situations cannot be neatly defined into categories for which hard and fast guidelines can be drawn. Common sense and individual judgment will have to be exercised in some situations.

According to Minnesota Statutes [245D.11](#), subd. 2; [245D.02](#), subd. 8; [245D.22](#), subd 4-7; Emergency means any fires, severe weather, natural disasters, power failures, or any event that affects the ordinary daily operation of the program including, but not limited to, events that threaten the immediate health and safety of a person receiving services and that require calling 911, emergency evacuation, or temporary closure or relocation of the program to another facility or service site.

FIRE DRILLS

An administrative staff person will sound the alarm and will time how long it takes for everyone to exit the building. Consumers and staff will leave the building as soon as possible via the designated exits shown on the fire exit maps as posted in each work area. Staff will assist persons in a wheelchair to exit by propelling their chair for them. For consumers who have ambulation difficulties, staff will get the nearest wheelchair and place them in it and wheel them out the exit, or two staff will need to provide whatever physical assistance is necessary to help the person to exit (Ex: by supporting them under each arm and helping them to exit quickly). The last person out of the area will check to make sure that everyone is out of the room and will then shut the doors as they exit the room. All persons will meet by the garage. Fire drills will not be held during extreme weather (rain, snow, icy, below freezing temperatures) as consumers will not be taught to stop for outerwear. The Executive Director or Program Director will make a final check of the building before shutting off the alarm. The staff with the schedule will make a head count to make sure that no one was left in the building. There will be a minimum of 4 fire drills per year.

Fire Alarm System: DAC

- a. The activation device is the pull station by the back door.
- b. To activate open the pull station and push lever up then down
- c. To turn off the alarm system: In the basement furnace room to the right of the circuit breaker box is red box. Push and hold reset button and slide switch from normal to silence and back to normal.

Fire Alarm System: Sibley Seconds

- a. The activation device is in the main control panel in the furnace room.
- b. To activate open the pull station and push lever up then down
- c. To turn off the alarm system:

ACTUAL FIRE EMERGENCY

In the event that a fire does occur, a staff person will yell, "FIRE!", and pull the nearest fire alarm located by each exterior door. When this occurs; consumers and staff are to vacate the building immediately using the designated exits. Follow the instructions given for fire drills above. Good communication between staff is essential for the quickest and safest evacuation of the building.

The staff person who discovered the fire should make a quick decision if the fire is just starting or if it is well underway. If it is just starting, and does not have the potential of spreading quickly, or causing a possible explosion, the staff person should get the nearest fire extinguisher and put out the fire. If the fire is well underway, has the potential for spreading quickly, or has the possibility of an explosion, vacate the building immediately along with the other staff and consumers as stated in the fire drill instructions above.

If a person is missing during the head count, this must be relayed to the Executive Director or Office Manager who is making the final check of the building. If they are absent, the next immediate supervisor will be responsible for making the final check. After making a head count of their consumers, staff will load consumers into DAC vehicles and will go to the Arlington Community Center which will serve as our emergency shelter so as not to be in the way of fire trucks and personnel.

The Executive Director, or other immediate supervisor in charge, upon notification of the location and extent of the fire, will also call 911 to report the incident. Specific duties of other staff will be assigned by their supervisor. If injuries occur, staff will obtain appropriate medical care for the Injured person. Once everyone gets to the emergency shelter, the supervisors will call each consumer's residence to inform them of the fire and what action has been taken to keep their consumer safe.

After the incident has ended, the most senior staff present will write a report and copies will be sent to the appropriate persons and agencies as required.

This plan may also be used in conjunction with bomb threats or nuclear attack.

- \* It is our policy that all inside doors shall remain closed when not in use to keep potential fires from spreading.
- \* Do not prop the doors open except for when loading/unloading, then close them.
- \* Do not block fire extinguishers, they must be easily accessible in the event of a real fire. The DAC has a fire extinguisher at each end of the hall, in kitchen, in activity room and in the basement. The store has fire extinguishers by the exit doors.

#### EMERGENCY PHONE NUMBERS:

A current list of emergency phone numbers will be posted near all DAC phones and in each vehicle log book.

a. Ambulance, Police, or Fire Department	911
b. Sibley County Medical Center	507-964-2271
c. Sibley County Sheriff	507-237-4030
d. MN Polson Control Center	1-800-222-1222

#### NATURAL EMERGENCIES PROCEDURE

1. In the event of a DAC closing the Executive Director will be responsible for notifying staff,.
2. The Program Director will be responsible for notifying staff and consumers as instructed by the Executive Director. The Program Director may instruct other staff to pass along the message to other staff and/or consumers, as appropriate, so that everyone is notified in a timely manner.
3. Consumers who ride the DAC vehicles will be notified by the Executive Director or by other staff who have been instructed to make the contacts.

#### SNOWSTORMS - BLIZZARDS

When sudden and unexpected winter storms hit, the DAC Administration will take the necessary steps to insure that the proper people are notified and advised of the closing down of the facility. For those who are transported, advance notice will be given to those people responsible for transportation, as well as their residences, and the remaining consumers will be taken home as soon as possible. In the event the Center is closed for the entire day the Executive Director will notify individual staff members and consumer's residences by telephone as listed above

#### TORNADO & SEVERE THUNDERSTORMS

When threatening weather approaches, the DAC administration will tune into the radio and listen for possible Tornado watches and warnings. In the event the severity warrants it, consumers and staff will use the immediate facility for protection and supervisors will designate areas and precautions to be used. Rooms without windows will be used for protection. Those who are able will sit on the floor, preferably against a wall, and cover their head with their arms. Those who are not able to sit on the floor (Ex: those in wheelchairs, those who have behavioral issues, etc.) will be moved into the safest areas and will be supervised by staff. Staff will try to keep everyone calm and stay in the safe areas until the danger is over. Administrative staff will give the all clear when appropriate. In the event of a real tornado, staff will respond as appropriate to the level of danger/damage/injury present.

#### POWER FAILURES

If there is a power failure during the hours of operation, or before the work day begins, the Executive Director will contact the power company to find out how long it will be until the power is restored. Depending on the information received, the Executive Director will make a decision in regards to the need to be closed and will inform the proper persons/agencies that we will be closed for the day, or will be closing early, similar to the procedures listed above for Natural Emergencies.

## FUSE BOXES/WATER SHUT OFF VALVES

The DAC has a fuse box in the back room. All circuits are appropriately labeled in the boxes. The main electrical switch is in the back room and is labeled as such. The primary water shut off valve is also in the back room in the southeast side by the water main. The fuse boxes, main electrical switch, and primary water shut off valve must not be blocked. They must be easily accessible in case of emergency.

At Sibley seconds the fuse box is in the store room by the back door. The water shut off is in the furnace room to the right by softener tank.

## NUCLEAR EMERGENCY PROCEDURE

Any Nuclear Emergency alert will be heard on the radio over the emergency broadcast system. Two plans are listed for Nuclear Emergencies based on the amount of time available to act.

When an alert is sounded, an announcement of a Nuclear Emergency will be made to all consumers and staff. Staff will follow specific assignments given by their supervisors.

Clients will be driven home as soon as their transportation arrives or is ready to leave. The supervisor will designate the safety areas to use while waiting.

This plan would be used in the event a nuclear emergency were to occur without enough time to vacate the building and get consumers to their homes safely. The purpose of this plan is to move all personnel to shelter within the building.

1. Personnel working outside will be brought inside and moved to the designated areas.
2. All persons who are able should sit on the floor with their backs against an inside wall or sit in an area with no windows. For those who are not able, staff will move them to a safe area and try to keep them safe and calm.
3. Staff will immediately close the doors on the safe area and put something at the bottom of the door to block out harmful contaminants, etc..
4. Staff will call each consumer's residence to inform them of the incident and of what actions have been taken to keep the consumer safe.
5. Staff and consumers will wait in the safe areas until the all clear signal is given or instructions are received over the radio through the emergency broadcast system.

## BOMB THREAT PROCEDURE

If a telephone bomb threat is received by the facility, the following procedures will be followed:

1. The person receiving the threat will immediately call 911 to report and notify the Executive Director or their Supervisor.
2. The building will be vacated using the procedure listed above for cases of an actual fire.
3. The Executive Director or Supervisor will notify staff and consumers of the all clear, after the Police or Fire Department have finished their search.

In order to reduce the possibility of bomb threats, the following procedures should be followed:

1. Supervisors should check their work areas daily to see that no unusual objects/packages have been placed there.
2. If an unusual package is discovered, it is not to be moved or touched. The person who finds the package will ask other staff in the area if they know what the package is (to avoid making an error in judgment). If staff are not aware of the suspicious package, everyone will vacate the building, and the person who discovered the package should notify their Supervisor and the Supervisor will notify the proper authorities.

## OTHER EMERGENCIES

If there is a toxic spill or other emergency where the city of Arlington, or areas near the DAC, need to be evacuated, the Police or Fire Department personnel may go door to door, or call the DAC, with evacuation information. Staff will assist all consumers to safety as instructed. The Executive Director or other administrative personnel will call the consumer's residences to notify them of the incident and what actions have been taken to keep the consumer safe.

## COMMUNITY EMERGENCIES

If you're in the community and involved in a possible/ eminent tornado situation, get to a place of shelter immediately, preferably a building with a basement. If you can't find a building with a basement, go to an interior room of a building where there are no windows. Have everyone sit against the wall and cover their head with their arms. If you're driving and can't get to a building, get out of the vehicle and have everyone lie in a ditch and cover their head for protection. Staff will call the DAC to Inform them of the situation and keep them updated on the events. Once the danger has passed, staff will check all consumers for possible Injuries and respond as appropriate for the situation. Afterward, staff will write necessary reports, copies will be sent to the appropriate persons/agencies, and calls will be made to Inform or update caregivers.

If you are at a community site and a fire is discovered, get your people to safety, out of the building and call for help if someone else hasn't done so. Get in the DAC vehicle and move away from the area so you do not get in the way of emergency personnel. If staff or consumers are exposed to smoke inhalation, or burns/injuries, staff will obtain medical help. After the situation, staff will write a report and copies will be sent to the appropriate persons/agencies as required.

If you are driving and you have a medical emergency, use your cell phone to call 911 for help. If your cell phone has no service, go to the nearest house and ask to use their phone for help. If your vehicle is not drivable, you can get a passing motorist to get help, or if no one is around, you can go to the next available house or business for help. Take the consumers with you. If the consumers are unable to walk, stay with the vehicle and consumers. Use your best judgment to fit the situation, making sure that the consumers are safe and are getting the best possible care. After the Incident, staff will write a report and copies will be sent to the appropriate persons/agencies as required. In the winter, staff will provide blankets to consumers to keep them warm until help arrives.

## NO STAFF AVAILABLE WHEN BRINGING CONSUMERS HOME

Some consumers are allowed to be home alone, without staff. Staff will always make sure that consumers get into their homes safely, and have staff present if needed, before leaving the residence. If appropriate, staff will make visual contact with the residential staff to assure that staff are present. Vehicles in the residence's driveway don't always mean that staff are at the home. DAC staff are not to leave consumers unsupervised in the vehicle to go get other consumers from their homes, or bring other consumers into their home unless approved in the consumer's Risk Management Plan(s)/ IAPP. If you don't know what to do with a consumer, **ASK!**

## RELOCATION OF SERVICES

If DAC services need to be relocated for more than a 24 hour period due to, but not limited to, fire, arson, tornado, roof collapse, furnace malfunctions, water or power or gas service issues, flooding, any event that affects the ordinary daily operation of the program, including but not limited to, events that threaten the immediate health and safety of a person receiving services and 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, or other building disasters, the following options will be discussed by the Executive Director and Board of Directors:

1. Relocate services to the Community Center building.
2. If the Community Center building is not available, Sibley County Health and Human Services will be contacted for any assistance and ideas for an alternate site.
3. Another temporary site to use until the DAC building is usable or another permanent building is found.
4. Or the DAC services will be discontinued for a temporary period of time until an alternate site is found.

The Executive Director will ensure that all consumers, legal representatives, residential providers, other licensed caregivers, case managers, and the MN Department of Human Services are notified within 24 hours of the incident.

## REPORTS

If staff or consumers are involved in any type of emergency, including those involving fires, or other events that require the DAC to relocate services for more than 24 hours, or circumstances involving a law enforcement agency, or fire department related to the health, safety, or supervision of a consumer, staff will report the situation to their Supervisor, Executive Director, or Program Director and will fill out a report as soon as possible on the proper "Emergency Incident Report" form. The Program Director/ Program Manager will review these reports, identify any patterns that may exist, and make suggestions for a plan of correction if necessary to reduce the risk of re-occurrence. The Executive Director will fulfill these duties if the Program Director and Program Manager is absent. These reports will be kept for a period of 7 years, or longer if mandated. Copies of Emergency Incident reports are not required to be sent to other persons/agencies per Consolidated Rule.

## TRAINING

All staff will receive training on this policy and procedures during their Initial orientation and at least annually thereafter.

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