

WOODLAND CENTERS, INC.

DISASTER AND SAFETY
MANUAL

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GALLIPOLIS, OH 45631

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supersedes all other manuals

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Section I – General Information

Introduction

A disaster can strike quickly and without warning. It is Woodland Centers, Inc.'s policy to meet or exceed all federal, state, and local codes to ensure the health and safety of all staff, clients and visitors by developing a comprehensive disaster plan addressing various types of disasters that could affect the agency and its staff, and providing inservices and drills based on the disaster plan.

This guide has been developed to assist all staff in understanding the importance of being prepared in the event of a disaster. It is based on historical data for the United States from the National Disaster Education Coalition, which is composed of:

- American Red Cross
- Federal Emergency Management Agency
- Institute for Business and Home Safety
- International Fire Protection Association
- National Weather Service
- U.S. Department of Agriculture Cooperative State Research, Education and Extension Service
- U.S. Geological Survey

As a result of this plan, education of staff, related policies and procedures and emergency preparedness drills, injuries and/or death as the result of disasters may be held to a minimum.

Definitions

ABC Rated Fire Extinguisher: Used on small wood, liquids and electrical fires because most are exhausted after 8-10 seconds of use.

All Clear: The term comes from the 1950's approach to civil defense and nuclear attack preparedness. It used to mean that "it is safe to return to your home or work area."

Catastrophe: Is when a disaster's impact is so great as to overwhelm a community's ability to function. It has either an abnormally high number of deaths, injuries or property damage or is big enough to be a disaster to a whole region.

C.E.R.T.: Community Emergency Response Team.

Code Black: Tornado warning. Be prepared for an actual tornado touchdown. Shelter in place in designated areas.

Code Blue: Medical Emergency. Call 911. Medical personnel respond.

Code Green: Chemical emergency. Close windows and doors. Shut off air handlers. Shelter in place.

Code Orange: Bomb threat. Evacuate the building. Do not use cell phones.

Code Red: Fire. Shut doors and windows. Evacuate the building.

Disaster: Occurs when a disruption reaches such proportions that there are injuries, deaths or property damages and when a disruption affects many or all other communities' essential functions.

Dr. VAPSS: When paged over the intercom, signals a violent act potential - seek safety (shelter in place) & lock office door.

Emergency: This occurs when an event reaches such proportions that it disrupts a community's essential functions.

Emergency Alert System: A nationwide system providing warning information in advance of the impact of natural and technological hazards.

EPA: Environmental Protection Agency.

Evacuation Plan: Designed to show all people the quickest and safest route for fire and tornado disasters.

Flash Floods: A very swift moving flood that may form a "wall of water." Can be caused by a large amount of rain in a short period of time or a dam failure.

Hazard: Events like earthquakes, volcanoes and floods are really phenomenas of nature. They become hazards because people live, build and engage in activities in ways that put their lives and property at risk.

Heat Cramp: Muscular pains and spasms due to heavy exertion. They are often the first signal that the body is having trouble with the heat.

Heat Exhaustion: Occurs when people exercise heavily or work in hot, humid place where body fluids are lost through heavy sweating. Blood flowing to the skin increases, causing blood flow to decrease to the vital organs. This results in a form of mild shock. If not treated, the condition will worsen. Body temperature will keep rising and the victim may suffer a heat stroke.

Heat Index: A number in degrees Fahrenheit (f) that tells how hot it really feels when relative humidity is added to the actual air temperature. Exposure to full sunshine can increase the heat index by 15 degrees Fahrenheit.

Heat Stroke/Sunstroke: Occurs when the internal temperature control system, which produces sweat to cool the body, stops working.

Heat wave: Prolonged period of excessive heat, often combined with excessive humidity.

LEPC: Local Emergency Planning Committee

Mr. Strong: When paged over the intercom, signals assistance is required with abusive or violent client in designated area. Staff are to go to designated location immediately.

NWS: National Weather Service

NOAA: Radio with a tone-alert, which broadcasts warnings and post events information for all types of hazards, both nature and technological.

Panic: Refers to irrational, nonadaptive behavior. People who take action to protect themselves even if they do the wrong thing are not panicking to them, their actions make sense and self-protective behavior which is rational behavior.

Preparedness Activities: Activities that enhance the abilities of individuals, communities and businesses to respond to a disaster.

Recovery: Efforts to return the community to normal.

Response: Activities during the immediate aftermath of a disaster that deal with emergency needs and restore community services.

Smoke Detector: Design to detect not control by sensing an abnormal amount of smoke or visible combustion gases in the air. They can detect both smoldering and flaming fires.

Sprinkler System: Designed to fight fires immediately. There is less damage and less chance of deadly smoke and gases. Sprinklers decrease fire damages by as much as two-thirds than facilities without them.

Warning: Issued by the National Weather Service to alert people that a severe weather event is already occurring or is imminent.

Watch: Issued by the National Weather Service to let people know that conditions are right for a hazard event to occur. It does not mean that an event will occur. Listen to the radio or television to keep informed about changing weather conditions.

Safety Committee

Woodland Centers, Inc. has organized a committee, consisting of staff representing all programs of the agency. They are trained in each disaster to aid in the health and safety of the people in their area when a disaster occurs. This committee meets monthly to discuss health and safety issues that arise to evaluate previous drills/exercises, to be trained in new procedures and to suggest alternative solutions to meet the needs of Woodland Centers, Inc.

This committee, in the event of a disaster or during a drill is in charge of their area/site to ensure all persons go to the designated safe area quickly and calmly and stay together for their safety, until the all clear is given. The Environmental Services Supervisor and Executive Director or designee has overall control of the situation until the local emergency officials arrive.

This committee will also:

- Review incident reports concerning safety or security issues
- Review all safety and security procedures annually.
- Review new information through orientation, inservices and bulletin board notices.

- Annually measuring the results of the safety program by analyzing the number and severity of reported incidents, with attention to problems or trends that could be avoided through different or new security or safety measures.
- Require the Safety Officer to be a permanent member of the committee.
- Monthly review of the Safety Inspections.
- Review incidents on related to safety for the Environmental Services Supervisor to monitor that appropriate procedures are followed.
- Plan and conduct disaster/emergency drills.

See WCI-S-600 Safety Policy

Disaster Plan

Fire

Fire is the fifth leading unintentional cause of injury and death in the United States, behind motor vehicle crashes, falls, poisoning by solids or liquids and drowning. It also ranks as the first cause of death for children under the age of 15 years at home. Roughly 80% of all fire deaths occur at night while people are sleeping.

In 1995, 3,640 people died in fires in the United States, roughly 10 per day. In addition, thousands of people were injured, many hospitalized for severe burns and some disfigured for life. Approximately 900 older adults die in fires annually.

The leading cause of death in a fire is asphyxiation, by a 3:1 ratio over burns. Fire consumes the oxygen in the air while increasing the concentration of deadly carbon monoxide and other toxic gases in the atmosphere. Inhaling carbon monoxide can cause loss of consciousness or death within minutes. The heat from a room fire has temperatures over 1100 degrees Fahrenheit. Fire generates a black, impenetrable smoke that blocks vision and stings the eyes. It is impossible to navigate through such smoke, so fire drills are essential.

Employees can and do cope with disaster by preparing in advance and working together as a team. In preparing for a disaster the three most important items are: having functional equipment, education and training.

Emergency Equipment: Woodland Centers, Inc. has an internal semi-complex fire system consisting of:

Pull Station - Located at each exit door. When pulled down, the fire alarm will be activated immediately.

Internal Smoke Detectors - Located inside the return air system. When smoke is detected the fire alarm will be activated immediately.

Smoke Detectors - Located in the air handlers and main clinic of the CSU. When smoke is detected the fire alarm will be activated.

Sprinkler System - Located throughout the CSU, Clinical Records and the Arts and Crafts rooms. When temperature reaches 135 - 170 degrees, the sprinkler system activates, [throwing water 15 to 20 feet in a radius of 15 psi]. When the water starts moving the fire alarm is activated. Sprinkler systems are not available at the Jackson or Meigs Clinics.

Fire Extinguishers - Located throughout the Gallia facility as follows: within 20 feet of designated exit doors; A-1 (Maintenance); B-4 (Break Room); C-10 (Finance); C-22 (Staff Break Room); D-Area (Dining) and E-3 (ACT Kitchen). Located at the exit doors of the Jackson and Meigs facilities. These are classified as ABC fire extinguishers which means they will extinguish all types of fires such as wood, paper, grease, gasoline, and electrical. However, they are not to be used on computers.

Hylon fire extinguishers located in the Computer Room are designed for use on electronic equipment.

First Aid Kit - Located in Gallia as follows: on the CSU, Receptionist area, and in the Finance Department. Located at the Front Desk area in Jackson and Meigs. These are only used when an emergency situation is present for minor injuries.

Fire Hose - Located on the CSU in Gallia. Fire hoses are not available at the Jackson and Meigs facilities. To be used for larger fires when fire extinguishers are not enough.

Education plays an important role in a disaster by knowing what to do:

- Study the fire evacuation plan located throughout the facility
- Know where to go
- Know the emergency numbers
- Be given yearly inservice
 - Have area inservice for staff

Training is essential to aid in preventing loss of life.

- Complete fire drills every 90 days
- CSU shall be given a monthly fire drill, 2/3 of drills are to be completed while residents are asleep.
- Have a safety committee established to evaluate drills.
- Always be on the lookout for fire hazards and report them.

Fire Evacuation: In the event of a fire agency evacuation procedures must be followed to aid in the safety of clients, visitors and staff.

Safety Committee will:

- Check and assist all persons to the exit safely.
- Try to extinguish the fire with a fire extinguisher. (NOTE: if the fire does not immediately die down, drop the fire extinguisher and exit the building.) If unsuccessful in extinguishing the fire, pull fire alarm and call 911.
 - If a stove fire exists:
 - Use fire extinguisher (ABC Type)
 - Place a lid over pan and turn off burner
 - Use baking soda
 - Never sprinkle flour or other cooking products over a fire, which can react explosively to flames.
- Have all persons at designated area for accountability:
 - Gallia - back of parking lot (across from CVS)
 - Carr Street - next to shed Jackson - the Marathon station across the street
 - Meigs - back of parking lot Racine - grassy area down from facility
- Give first aid if necessary until EMS arrives

- Call 9-911 in Gallia and Jackson facilities if fire is determined to be too large to extinguish. Call 9-992-6663 in Meigs facility.

Staff will:

- Close your office door behind you as you exit the building
- If you are escaping through a closed door, feel the door, cracks and door knob with the back of your hand, if it is cool and no smoke at the bottom or top, open door slowly. If door is warm, use a secondary exit.
- If you are exiting through smoke, crawl low with your head one to two feet above the floor. This will provide the best air temporarily.
- Once you are out, stay out of the building! If you know someone else is still in the building, advise a safety committee person.

Environmental Services Supervisor (designated Safety Committee member):

- Shall be in charge until emergency personnel arrive
- Shall give the all clear to return to the building
- Shall assist in making arrangements for clients to be sheltered if needed (Gallia).

Fire Alarm System (After Hours, Weekends and Holidays)

In the event that a fire alarm goes off after hours, etc, the following procedures must be followed. This event is broken into two (2) categories:

Controlled: This is when a fire has broken out that can be controlled by using a fire extinguisher or other measures or a malfunction in the system.

Fire

- Evacuate the facility
- Extinguish the fire
- Reset the alarm panel, if applicable
- Give the all clear
- Call Environmental Services Supervisor for further instructions
- Call supervisor
- Complete an Evacuation or Fire Drill Form
- Complete an Incident Report

NOTE: If fire panel cannot be reset for any reason at the Gallia Clinic, turn off circuit breakers #10 and #12 in electrical panel E-S as indicated on Penthouse Diagram then proceed to procedure 5-B Malfunction.

Malfunction

- Evacuate the facility
- Check for fire
- Turn off circuit breakers in Gallia: #10 and #12 in panel E-S as indicated on Penthouse Diagram
- Contact Environmental Services Supervisor
- Contact supervisor
- Walk main hallways every hour for smoke or fire and record times

- Complete an Evacuation or Fire Drill Form
- Complete an Incident Report

Uncontrolled: This is when a fire has broken out and cannot be put out by using a fire extinguisher and is totally uncontrollable.

- Evacuate the facility
- Call 9-911 and give them the name of the facility, location of the facility and location of fire. Page Code Red at the Jackson and Meigs facilities.
- Take the keys outside with you and give to the fire department
- Call Environmental Services Supervisor at the first convenient time for further instructions
- If adverse weather occurs, have clients in agency vehicles temporarily
- Fire Department shall give the all clear.

Tornado

Tornadoes have been reported in every state and though they generally occur during spring and summer, they can occur any time of the year. While tornadoes can occur any time, they are most likely to occur between 3:00-9:00 p.m. There are no immune areas, they have been reported in mountains and valleys, over deserts and swamps, from the Gulf Coast into Canada, in Hawaii and even in Alaska.

Over 1,000 tornadoes are reported annually nationwide and as our detection system improves, more are being reported each year. However, sometimes a tornado will develop in areas in which no watch or warning is in effect.

A tornado is a violently rotating column of air extending from a thunderstorm to the ground. The most violent have rotating winds of 250 mph or more. They are capable of causing extreme destruction, including uprooting trees and well-made structures and turning normally harmless objects into deadly missiles. Most tornadoes are just a few dozen yards wide and only briefly touch down, but highly destructive violent tornadoes may carve out paths over a mile wide and more than 50 miles long. Although violent tornadoes comprise only 2%, they are responsible for nearly 70% of tornado-related fatalities.

Tornadoes develop from severe thunderstorms in warm, moist, unstable air along and ahead of cold fronts. Such thunderstorms may also generate large hail and damaging winds.

What to do during a Tornado Watch (weather conditions are right for a tornado to occur):

- Listen to the weather station or local television station.
- Be alert to weather conditions. Many people say approaching tornadoes sound like a freight train.
- Keep windows closed (houses do not explode due to air pressure differences).
- Try not to alarm clients. Be prepared to escort clients to safe area.
- Check both in and outdoors for any objects which may be blown about during high winds (chairs, equipment, glass, mirrors, bottles and sharp objects) and secure in a safe place.
- Blankets should be available for covering staff/clients in order to avoid injury from flying debris.

- Flashlights, radio, first aid kits, emergency medication and drinking water should be easily accessible.

What to do during a Tornado Warning (National Weather Service has detected a tornado in the area – **Code Black Is Announced Over Intercom**):

- Go to interior rooms without windows.
- Do not open the doors (hallways can become very hazardous with flying objects).
- Stay in safe area until the all clear is given.
- If you're outside in a vehicle, go immediately to a nearby safe haven. If there are no buildings nearby, lay flat in a low-lying area where the wind and debris will blow over you.
- Do not take shelter under highway bypasses and bridges where dangerous debris can be blown at very high speeds or be destroyed completely.
- Avoid places with wide-span roofs, such as auditoriums, cafeterias, hallways or shopping malls (they are frequently damaged or destroyed providing less protection and more risk of injury).

What to do after a Tornado:

- Continue to listen to the radio
- Help fellow staff or clients with personal trauma
- Help the injured or trapped persons until help arrives
- Watch for fallen power lines
- Look for hazards
- Use telephones only for emergencies
- If facility is unsafe move clients to a safe place

Heat Wave

Heat can kill by pushing the human body beyond its limits. Under normal conditions the body's internal thermostat produces perspiration that evaporates and cools the body. However, in extreme heat and high humidity, evaporation is slowed and the body must work extra hard to maintain a normal temperature. Elderly people, young children, and those who are sick or overweight are more likely to become victims.

Generally temperatures that hover 10 degrees or more above the average high temperatures lasting for prolonged periods of time and are often accompanied by high humidity that the body cannot tolerate are defined as extreme heat.

People living in urban areas may be at greater risk than people living in rural regions. A health problem, especially for those with respiratory difficulties, can occur when stagnant atmosphere conditions trap pollutants in urban areas. In addition, asphalt and concrete store heat longer and gradually release heat at night which produces significantly higher temperatures at night, known as the "urban heat island effect." Heat signals:

Heat Exhaustion: Cool, moist, pale, or flush skin; heavy sweating; headache; nausea or vomiting; dizziness; and exhaustion. Body temperature may be normal or is likely to be rising. Solution:

- Get the person out of the heat and into a cooler place
- Remove or loosen tight clothing and apply cool, wet cloth
- If person is conscious, give cool water to drink (make sure they sip slowly). Give a half glass of cool water every 15 minutes

- Let victim rest
- Watch for change in their condition

Heat Stroke: Hot, red skin; changes in consciousness; rapid, weak pulse; and rapid, shallow breathing. Body temperature can be very high, sometimes as high as 105 degrees Fahrenheit. If the person was sweating from heavy work or exercise, skin may be wet, otherwise it will feel dry. Solution:

- Help is needed fast, call 9-911 in Gallia; 9-911 in Jackson; 9-992-6664 in Meigs
- Move the person to a cooler place
- Quickly cool the body by immersing in a cool bath or wrap in wet sheets around the body any way you can. If the victim refuses water, is vomiting or changes in the level of consciousness do not give anything to eat or drink

Heat Cramps: Muscles tight and aching. Solution:

- Get 105 degree person to cooler place
- Lightly stretch the affected muscle
- Replenish fluids, give a half glass of cool water every 15 minutes. Do not give liquids with alcohol or caffeine in them, as they could cause further dehydration, making conditions worse.

During a heat wave or days that are above normal temperatures and humidity, the staff of Woodland Centers, Inc. shall:

- Work outside prior to the rise of temperature
- If work is to be completed, work on one-half hour intervals, then come inside to cool down, drinking plenty of water
- While outside, wear lightweight, light colors that reflect the sun's rays.
- Wear a wide-brimmed hat
- Eat small meals. Heavy meals are more difficult to digest and cause your body to increase internal heat.

Severe Thunderstorms

Despite their small size, all thunderstorms are dangerous. Every thunderstorm produces lightning, which kills more people each year than tornadoes. Heavy rains from thunderstorms can lead to flash flooding.

Strong winds, hail and tornadoes are also dangers associated with some thunderstorms.

Thunderstorms affect relatively small areas, usually 15 miles in diameter, and last an average of 20 - 30 minutes. An estimated 100,000 thunderstorms that occur each year in the United States, only about 10% are classified as severe.

The National Weather Service (NWS) considers a thunderstorm severe if it produces hail at least 3/4" in diameter, has winds of 58 miles per hour or higher or produces a tornado.

Thunderstorms may occur singly, in clusters, or in lines. Some of the most severe weather occurs when a single thunderstorm affects one location for an extended time. Lightning is a major threat during a thunderstorm. It is the lightning that produces thunder. Lightning is very unpredictable, which increases the risk to individuals and property.

In the United States, 75 to 100 people are killed each year. Although most lightning victims survive, persons struck by lightning often report a variety of long-term symptoms including memory loss, attention deficit, sleep disorders, numbness, dizziness, stiffness in joints, irritability, fatigue, weakness, muscle spasms, depression, and an inability to sit for long periods of time. It is a myth that lightning never strikes in the same place twice. In fact, lightning will strike several times in the same place in the course of one discharge. Lightning often strikes outside of heavy rain and may occur as far as 10 miles away from any rainfall. "Heat lightning" is actually lightning from a thunderstorm too far away for thunder to be heard.

Because light travels faster than sound, lightning flashes can sometimes be seen long before the thunder is heard. To estimate the number of miles you are from a storm, count the number of seconds between a flash of lightning and the next clap of thunder, and then divide by five.

Many thunderstorms produce large hail or flying glass it may have broken. Hail can be smaller than a pea, or as large as a softball. In a hail storm, take cover immediately.

Downbursts and straight line winds associated with thunderstorms can produce winds of 100-150 miles per hour, enough to flip cars, vans and semi-trucks. Take shelter immediately, preferably not in a mobile home or structures that are susceptible to being blow over.

What to do prior to a severe thunderstorm:

- Have a safe place to go (if a thunderstorm is severe, could cause a tornado)
- Listen to the radio or television for updated information
- Have training
- Postpone outside activities
- Watch the sky for signs of approaching thunderstorm
- Secure outside items that could blow and cause damage or injury
- Avoid electrical equipment (television sets are particularly dangerous)
- Avoid bathtubs, water faucets and sinks (metal pipes can transmit electricity)

What to do during a severe thunderstorm:

- Be prepared to go into tornado shelter as per evacuation plans located throughout the facility.
- Stay away from running water
- Draw blinds over windows
- Avoid contact with metal
- Turn off electrical appliances
- Use a battery powered radio for information updates

If outside or in vehicle:

- Stay away from tall things like trees, towers, fences, telephone/power lines
- Stay in vehicle if outside and no shelter available with emergency flashers on
- Seek shelter

What to do after a severe thunderstorm:

- Keep listening to local radio

- Call 9-911 for medical assistance in Gallia; 9-911 in Jackson; 9-992-6663 in Meigs
- Do not drive through high water
- Avoid fallen trees or power lines
- Keep away from storm-damaged areas

Winter Storm

A major storm can last for several days and be accompanied by high winds, freezing rain or sleet, heavy snow and cold temperatures. People can become trapped without utilities or other services. Heavy snowfall and blizzards can trap motorists in their cars. Attempting to walk for help in a blizzard can be a deadly decision.

Winter storms can make driving and walking extremely dangerous. Storm effects such as extremely cold temperatures and snow accumulation can cause hazardous conditions and hidden problems for people in the affected area.

A winter storm can range from a moderate snow over a few hours to a blizzard condition with blinding wind-driven snow that lasts several days. A winter storm can be defined differently in various parts of the country. Heavy snow in the south can be a dusting in the mountains.

Sleet is raindrops that freeze into pellets before reaching the ground. Sleet does not stick, but bounces when hitting the surface, however, it can accumulate like snow and cause a hazard to motorists.

Freezing rain is rain that falls onto a surface with a temperature below freezing which causes it to freeze to surfaces such as trees, cars and roads, creating a glaze of ice.

An ice storm occurs when freezing rain falls and freezes immediately on impact; communication and power can be disrupted for days.

Winter storms are considered deceptive killers because most deaths are indirectly related to the storm. The leading causes of death during winter storms are:

- Automobile or other transportation accidents
- Exhaustion and heart attacks caused by overexertion
- Elderly people account for the largest percentage of hypothermia victims
- Many elderly people literally "freeze to death" in their own home after being exposed to dangerously cold indoor temperature
- Asphyxiation because of improper use of fuels such as charcoal briquettes, which produce carbon monoxide.
- House fires occur more frequently due to lack of proper safety precautions when using alternative heat (unattended fires)

Hazards of wind chill which combines the cooling effect of wind and cold temperature on exposed skin. As the wind increases, heat is carried away from a person's body at an accelerated rate, driving down the body temperature. "Wind chill" is a calculation of how cold it feels when the effects of wind speed and temperature are combined. A strong wind combined with a temperature of just below freezing can have the same effect as a still air temperature about 35 degrees colder.

What to do prior to a winter storm:

- Have equipment in good working order for snow removal
- Keep vehicle gas tank full
- Stay inside

What to do during a winter storm:

- Stay inside wearing layers of loose fitting, lightweight clothing: remove layers to avoid over-heating
- Listen to the radio broadcasts
- Eat regularly - provides the body with energy for providing its own heat
- Keep the body replenished with fluids to prevent dehydration: drink liquids such as warm broth or juices, avoid caffeine and alcohol. Caffeine as a stimulant accelerates the symptoms of hypothermia. Alcohol, such as brandy is a depressant and hastens the effects of cold on the body. Alcohol also slows circulation and can make you less aware of the effects of cold.
- Conserve fuel

What to do if you must go outside:

- Wear layered clothing, mittens or gloves, and a hat. Layered clothing will keep you warmer than a single heavy coat. Mittens are warmer than gloves because fingers maintain more warmth when they touch each other. Half your body heat loss is from the head.
- Protect your lungs: avoid taking deep breaths
- Watch for signs of hypothermia: a condition brought on when the body temperature drops to less than 95 degrees Fahrenheit. Symptoms include:
 - Uncontrollable shivering
 - Slow speech
 - Memory lapses
 - Frequent stumbling
 - Drowsiness
 - Exhaustion
 - Hypothermia is not always fatal, but for those who survive there are likely to be lasting kidney, liver and
 - pancreas problems.
 - Watch for signs of frostbite: a severe reaction to cold exposure that can cause permanent harm to people.
 - A loss of feeling and a white or pale appearance in fingers, toes, nose or earlobes are symptoms.
 - Keep dry - change wet clothing to prevent a loss of body heat
 - Stretch before going out to shovel, this may reduce the incidence of muscle injury
 - Avoid overexertion - cold and hard labor may cause a heart attack
 - Walk carefully on snow and ice

If you find a person and hypothermia or frostbite are suspected:

- Warm person slowly and seek medical attention immediately
- Warm person's trunk first, using your own body heat will help
- Arms and legs should be warmed last because stimulations of the limbs can drive cold blood toward the heart and lead to heart failure
- Put the person in dry clothing and wrap their entire body in a blanket
- Never give a frostbite or hypothermia victim alcohol or something with caffeine in it, like coffee or tea. Caffeine, a stimulant, can cause the heart to heat faster and hasten the effect the cold has on the body.

Alcohol is a depressant, can slow the heart and also hasten the ill effects of the cold.

Winter Driving:

- Avoid unnecessary travel, the safest place is indoors, about 75% of winter deaths related to ice and snow
- occur in automobiles
- Have your vehicle in good condition
- Have a cell phone should you become stranded
- Have a windshield scraper and flashlight
- Should have extra blankets
- If you drive let someone know your destination and route
- Beware of sleet, freezing rain and dense fog
- If you become stuck:
 - Stay with your vehicle unless help is visible
 - Display a trouble sign on your radio antenna (preferably a red flag) – tie to door handle
 - Occasionally run engine to keep warm
 - Leave the overhead light on when running so that you can be seen
 - Do minor exercises to keep up circulation
 - If more than one person in vehicle take turns sleeping
 - If needed, huddle together for warmth
 - Use newspaper, maps, even car mats for added insulation, if blankets are not available
 - Keep window slightly open on the opposite wind side when car is running

What to do after a winter storm:

- Avoid drinking caffeinated or alcoholic beverages
- Avoid overexertion when shoveling snow
- Follow forecasts and be prepared when venturing outside

Emergency Closing

See WCI-P-328 for procedures to follow if the agency closes or delays opening due to a weather emergency or other type of emergency or disaster situation.

Chemical Emergency

Hazardous materials are chemical substances which if released or misused can pose a threat to the environment. These chemicals are used in industry, agriculture, medicine, research and consumer goods. As many as 500,000 products pose physical or health hazards and each year over 1,000 new synthetic chemicals are introduced. Hazardous materials come in the form of explosives, flammable and combustible substances, poisons and radioactive materials. These substances are most often released as a result of transportation accidents or chemical accidents in manufacturing plants.

These accidents sometimes result in a fire or explosion but many times you cannot see or smell anything unusual. You may be exposed to a chemical in three ways:

- Breathing the chemical
- Swallowing contaminated food, water or medication
- Touching the chemical or coming into contact with clothing or things that have touched the chemical

If a major chemical emergency occurs, strict obedience of the instructions received must be followed, your life could depend on it. If an accident happens you will be informed of the following:

- Type of hazard
- The area affected
- How to protect yourself
- Evacuation route (if necessary)
- Shelter locations
- Type and location of medical facilities
- Phone numbers to call for extra help
- Call 9-911 in Gallia; 9-911 in Jackson; 9-992-6663 in Meigs or operator only for a possible life-threatening emergency

If a major chemical emergency occurs, Woodland Centers, Inc.'s staff, clients and visitors might be informed to do the following:

- Stay inside of facility with all doors and windows closed
- Turn off all air handlers, air conditioning
- Boil water if necessary for 10 minutes
- Evacuate facility in which case staff will transport clients to a safe shelter
- Turn off vents and keep windows closed while transporting
- Return back to facility only when authorities give the all clear

To prevent a chemical hazard or sickness within Woodland Centers, Inc., all staff have a right to be informed of the dangers whether or not they are directly responsible for using chemicals.

Chemicals considered to be hazardous are regulated by OSHA in 29 CFR, Part 1910, Subpart 2, toxic and hazardous substances, listed in the American Conference of Governmental Industrial Hygienists (ACGIH) or found to be suspected or confirmed carcinogen by the National Toxicology Program by the International Agency for Research on Cancer (IARC).

Even though the chemicals used do not fall into the three groups, Woodland Centers, Inc. has developed procedures for the use and safety of chemicals used within the facility.

- Each chemical will be labeled and stored under lock and key.
- Chemicals shall not be used until MSDS sheets have been received, read, and staff using chemicals have been trained.
- All MSDS books are located as follows in each facility for all staff to review:
Gallia – Maintenance/Housekeeping and CSU Jackson - Mechanical Room/Housekeeping Closet/Front Desk Carr Street Apartments Office - Meigs - Storage Room/Front Desk
- Some preventive measures are:
 - Learn the hazards of each chemical
 - Wear PPE as suggested
 - Avoid mixing chemicals with other chemicals
 - Learn how to dispose of each chemical
 - Never smoke while using a chemical
 - If spills occur, clean-up immediately

- Have a fire extinguisher handy
- Learn to detect the presence of a hazardous material, mainly reactions such as watery eyes or nausea, or underground by an oil or foam-like appearance
- Learn how to recognize the symptoms of poisoning:
 - Difficulty breathing
 - Irritation of the eyes, skins, throat or respiratory tract
 - Changes in skin color
 - Headaches or blurred vision
 - Dizziness Clumsiness or lack of coordination
 - Cramps or diarrhea
- Have the telephone number of the nearest poison control center

Flooding and Flash Floods

Floods are among the most frequent and costly natural disaster in terms of human hardship and economic loss.

As much as 90% of the damage related to all natural disasters (excluding droughts) is caused by floods and associated debris flows. Over a ten-year period (1988-1997) floods cost the nation, an average of \$3.7 billion annually. The long-term (1940-1999) annual average of lives lost is 110 per year, mostly as a result of flash floods.

Flooding occurs in known flood plains when prolonged rainfall occurs over several days, intense rainfall over a short period of time, or an ice or debris jam causes a river or stream to overflow.

Flash floods occur within six hours of a rainfall event, or after a dam or levee failure or following a sudden release of water held by an ice or debris jam, and flash floods can catch people unprepared.

Know the difference between watches and warnings. The National Weather Service Prediction Center issues such watches, when a severe thunderstorm is expected in the next six hours or so within an area approximately 120 to 150 miles wide and 300 to 400 miles long. Local news forecast issue watches 12 to 36 hours in advance. When a flood warning has been issued, it means a flood is imminent or is happening in the area.

Remember, floods can roll boulders, tear out trees, destroy buildings and bridges and scour out new channels. Flood waters can reach heights of 10 to 20 feet and often carry a deadly cargo of debris.

The rule for being safe is simple. Head for high ground and stay away from flood waters. The most dangerous thing you can do is to try walking, swimming, or driving through flood waters. Two feet of water will carry away most automobiles. Other warnings for Woodland Centers, Inc. staff are:

- Watch out for snakes (flood waters flush snakes from their homes)
- Stay clear of the creek bank (they often become unstable due to rainfall and can suddenly give way, tossing you into rapidly moving water)
- Under no circumstances when flooding occurs shall staff go near flood water.
- If you are driving and come upon rapidly rising water, turn around and find another route.

Landslides and Debris Flow (Mudslides)

Landslides are a geologic hazard common to almost every state in the U.S. It is estimated that nationally they cause up to two billions dollars in damages and from 25 to 50 deaths annually.

Some landslides move slowly and cause damage gradually whereas others move so rapidly they can destroy property and take lives suddenly and unexpectedly. Gravity is the force driving landslide movement. Factors that allow the force of gravity to overcome the resistance of earth materials to landslide movement include:

- Saturation by water
- Steepening of slopes by erosion and construction
- Alternate freezing and thawing
- Earthquake shaking

Landslides are typically associated with periods of heavy rainfall or rapid snow melt and tend to worsen the effects of flooding. In areas burned by forest and brush fires, a lower threshold of precipitation may initiate landslides.

Debris flows sometimes referred to as mudslides are common types of fast moving landslides. They usually start on steep hillsides as shallow landslides that liquefy and accelerate to speeds of 10 miles per hour, but can exceed 35 miles per hour. The consistency of debris flow ranges from watery mud to thick rocky mud that carries large items such as boulders, trees and cars. They continue flowing downhill and through channels, growing in volume with the addition of water, sand, mud, boulders, trees and other materials.

What to do prior to a landslide:

- Learn to watch for landslides
- Existing old landslides
- Changes in slopes and ridges
- Develop a plan to evacuate

What to do during a landslide:

- Stay alert
- Monitor the radio
- Listen for any unusual sounds
- If driving, watch for fallen rocks, mud, trees and collapsed pavement
- Contact local authorities if slide presents a danger
- Get out of the path

What to do after a landslide:

- Stay away from slide area

- Check for injured/trapped people near the slide
- Watch for flooding, floods sometimes follow a landslide
- Help other people if needed
- Look for and report broken utility lines
- Check facility for damages

Wildfires

More and more facilities are being built in wooded areas in or near forests, rural areas or remote sites. They enjoy the beauty of the environment, but face the very real dangers of wildfires. Wildfires often begin unnoticed, then spread quickly igniting brush, trees and homes. There are three different classes of wildfires:

Surface Fire: The most common type, burns along the floor of a forest, moving slowly and killing or damaging trees.

Ground Fire: Is usually started by lightning, burns on or below the forest floor.

Crown Fire: Spreads rapidly by wind and moves quickly by jumping along the tops of trees.

What to do prior to wildfire:

- Post fire emergency numbers near telephones
- Have water hose available for small fires
- Plan a second evacuation route
- Consider obtaining a portable gasoline powered water pump if electrical power cut off and if you have a pool or pond
- Practice dropping to the ground, cover your face and roll in case your clothes catch fire
- Select material and plants that can help resist fire rather than fuel it
- Keep leaves and twigs picked up
- Remove dead branches from trees
- Keep trees trimmed in order to reduce contact with electrical lines
- Remove vines that climb up building walls
- Mow grass regularly
- Avoid open burning
- Build fires away from trees and bushes
- Never leave a fire until it is extinguished

What to do during a wildfire:

- Listen to the radio for updates, as wildfires can change direction and speed suddenly
- Have a vehicle ready to evacuate
- Arrange for temporary housing if necessary
- Close all doors and windows
- If evacuation of area is ordered, leave immediately
- Lock facility
- Inform authorities where you are going

What to do after a wildfire:

- Use caution and judgment when re-entering burned area

Earthquakes

Earthquakes strike suddenly, without warning. On a yearly basis 70-75 damaging earthquakes occur throughout the world. Estimates of losses from a large earthquake in the United States approaches \$200 billion. There are 41 states and territories in the U.S. at moderate to high risk from earthquakes, and they are located in every region of the country, including Ohio.

An earthquake is a sudden, rapid shaking of the earth, caused by the breaking and shifting rock beneath the surface. For hundreds of millions of years, the force of plate tectonics have shaped the earth as the high plates that form the surface move slowly over, under and past each other. When the plates are locked together, unable to release the accumulating energy that grows strong enough, the plates break free causing the ground to shake.

Ground shaking from quakes can cause buildings and bridges to collapse, disrupt gas, electric and phone service and sometimes trigger landslides, avalanches, flash floods, and fires.

The following are procedures that Woodland Centers, Inc. staff can do prior to, during and after an earthquake.

What to do prior to an earthquake:

- Practice procedures
- Beware an earthquake can happen in any area of the U.S.
- Aftershocks can occur in the first hours, days, weeks or even months after the quake
- Have training on the use of fire extinguishers
- Have training in CPR

What to do during an earthquake:

- Move quickly to a nearby safe place. This could be under a desk or table and cover your eyes
- If you are in a bed, stay there, hold on and cover your eyes
- If you cannot get under anything, get against an interior wall and drop down and cover your eyes
- If you are outdoors, find a clear spot away from buildings, trees, street lights, and power lines, drop down to the ground and stay there until shaking stops
- If you are in a vehicle, pull over to a clear location, stop and stay there with your seat belt fastened until shaking stops
- Stay indoors, if you are inside when earthquake starts do not go outside
- Stay away from windows
- Expect the fire alarm and sprinklers to go off during a quake
- Landslides often occur after a quake

What to do after an earthquake:

- Check for injuries
- Protect yourself from further danger by staying clear of buildings which could have broken glass, exposed electrical wire, etc.

- Check for small fires and extinguish them
- If you smell gas, stay away from it if you cannot turn it off
- Clean up spills that could cause other hazards
- Inspect building for damages
- Watch out for fallen power lines
- Stay out of damaged buildings
- Take pictures of damages for future reference
- Avoid smoking inside buildings
- Use telephone only to report life-threatening emergencies
- Watch pets closely, the behavior of pets may change dramatically after a quake. Normally, pets get quiet and friendly cats and dogs may become aggressive or defensive.

Facility, Safety and Security

Bomb Threats

Bombing and the threat of being bombed are harsh realities in today's world. The public is becoming more aware of those incidents of violence that occur through the illegal use of explosives. Law enforcement alone cannot be held responsible for providing protection for life and property. Every citizen must do his or her part to ensure a safe environment.

Bombs can be constructed to look like almost anything and can be placed or delivered in any number of ways. Most bombs are homemade and are limited in their design only by the imagination of and resources available to the bomber. Remember, when searching for a bomb, suspect anything that looks unusual. Let the trained bomb technician determine what is or is not a bomb.

Bomb threats are delivered in a variety of ways. The majority of threats are called in to the target. Occasionally these calls are through a third party. Sometimes a threat is communicated in writing or by a recording. Two logical explanations for reporting a bomb threat are:

- The caller has definite knowledge or believes that an explosive or incendiary bomb has been or will be placed and he/she wants to minimize personal injury or property damage. The caller may be the person who placed the device or someone who has become aware of such information.
- The caller wants to create an atmosphere of anxiety and panic which will in turn result in a disruption of the normal activities of the facility where the device is purportedly placed. Whatever the reason for the report, there will certainly be a reaction to it.

If a bomb incident occurs, proper planning will instill confidence in the leadership, reinforce the notion that those in charge do care and reduce the potential for personal injury and property loss. Proper planning can also reduce the threat of panic, the most contagious of all human emotions. Panic is a sudden, excessive unreasoning infectious terror. Once a state of panic has been reached, the potential for injury and property damage is greatly increased. In the context of a bomb threat, panic is the ultimate achievement of the caller not taking every step necessary to meet the threat.

In preparing to cope with a bomb incident, it is necessary to develop two (2) separate but interdependent plans, namely a physical security plan and a bomb threat plan, the following are two plans:

Physical Security Plan: See WCI-S-607

A physical security plan provides for the protection of property, personnel, facilities and materials against unauthorized entry, trespass, damage, sabotage, or other illegal or criminal acts. The physical security plan deals with preventive and control of access to the facility. The following are procedures to be followed:

Controlled Access: Exit, Entrance and Security Doors:

- All Gallia doors will be unlocked at 7:00 a.m., Monday through Friday, by Housekeeping staff (NOTE: exception, during holidays when the facility is closed). Jackson doors will be unlocked by 8:00 a.m. Meigs doors will be unlocked by 8:00 a.m.
- All staff arriving prior to 7:45 a.m. must enter through CSU in Gallia.
- All doors shall be locked at 5:00 p.m. Monday through Friday, by the CSU staff in Gallia (NOTE: exception, receptionist on duty at front desk will lock the front entrance at approximately 9:00 p.m. on Mondays and Thursdays). In Jackson by 5:00 p.m. (Tuesday by 8:00 p.m.); in Meigs by 5:00 p.m. (Wednesday by 7:00 p.m.).
- All doors shall be checked again at 10:00 p.m. by the CSU staff in Gallia only.
- CSU staff doing the lock down in Gallia must record and initial on the weekly security checklist.
- Weekly security checklist shall be sent to Environmental Services Supervisor weekly.
- All staff shall keep their office windows and doors closed when not in the office.

Visitors During Normal Working Hours:

- All visitors shall check in at the front desk
- Visitors will be asked to sign log
- Front Desk shall give visitors a Visitor Pass to wear while in the facility
- Front Desk will inform requested staff of visitors
- Staff shall receive their visitor at the Front Desk and escort them to the appropriate area
- Staff shall escort their visitor out when business is complete and return Visitor Pass to the Front Desk
- If a person is unknown, suspicious, or lost and not wearing a Visitor Pass, staff should ask if they can help them and proceed with Visitor procedures.
- If a visitor refuses to sign in, Front Desk staff shall ask them to leave the premises. If visitor refuses, Environmental Services Supervisor is to be called. In the event security is not available, 9-911 is to be called in Gallia. In Jackson 9-911 is to be called. In Meigs 9-992-6411 is to be called.

Housekeeping, Maintenance, Executive Director must inform CSU upon entering or exiting the Gallia facility.

Bomb Incident Plan:

Provides detailed procedures to be implemented when a bombing attack is executed or threatened. Refer to WCI-S-606 for Bomb Threat Checklist.

Establish a chain of command:

- Executive Director
- Environmental Services Supervisor
- Site Manager/Associate Site Manager/Supervisor
-

Establish a command center:

- Crisisline office or
- Board Room
- Front Desk

What to do:

- Complete the bomb threat checklist
- Inform supervisor, Environmental Services Supervisor or Executive Director for instructions
- Call 9-911 in Gallia. Call 9-911 in Jackson. Call 9-992-6411 in Meigs.
- Executive Director or Environmental Services Supervisor will make the decision to page Code Orange.
- All persons shall remain completely away from facility until the all clear is given.

CSU Visitors

- Visitors shall be screened prior to admittance to the unit by:
 - Asking who they are
 - Asking who they are seeing
 - Visually watching them on the monitor
- After admittance, visitors must sign the Visitor Log and be given a Visitor Pass.
- Visitors are to be limited to CSU and E Areas.
- When visitation is over, visitor must check out and return Visitor Pass.
- After Hours Activities

All doors shall remain locked until designated staff or person has arrived.

Limited doors will only be open for the activity.

- When activity is complete, staff or designated person shall inform CSU. CSU will relock all doors in Gallia.
- Staff must inform CSU when working in Gallia facility beyond normal working hours and prior to leaving the facility.
- Staff working on weekends or holidays in the Gallia facility must enter facility through CSU and physically sign in and out (NOTE: exception Maintenance, Housekeeping or Executive Director).

Key Control

See WCI-S-608 for internal procedures for issuing keys and reporting lost or stolen keys.

Mail

In today's society the unimaginable events by individuals or groups can and do happen. Many facilities in communities around the country have received anthrax threat letters. Some facilities have received bomb threat letters. Both types are very dangerous to the private sector. Some characteristics to identify suspicious packages and letters are:

- Excessive postage
- Handwritten or poorly typed address
- Incorrect titles
- Title, but no name
- Misspelling of common words
- Oily stains, discoloration or odor
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excessive security material (masking tape, etc.)
- Visual distractions
- Ticking sound
- Marked with restrictive endorsement, such as "Personal" or "Confidential"
- Shows a city or state in the postmark that does not match the return address

Procedures (envelopes, packages with powder):

- Do not shake
- Place in plastic bag or cover with anything
- Leave area and close door or seal area off as to not allow others to enter
- Wash hands with soap and water
- Call security/9-911 in Gallia; in Jackson call 9-911; in Meigs call 9-992-6411.
- List all people who were in area when letter/package was recognized
- If area was contaminated by aerosolization Environmental Services Supervisor would:
 - Turn off air handlers
 - Turn off all fans
 - Ensure all windows and doors are closed

Procedures (suspected bomb letters/packages):

- Do not shake
- Leave area immediately
- Call security/9-911 in Gallia; in Jackson call 9-911; in Meigs call 9-992-6411
- Evacuate facility by paging Code Orange
- Stay clear of building until the all clear is given

Violence in the Workplace

It is Woodland Centers, Inc.'s policy to provide a safe work environment, free of violence, threats, intimidation and weapons. No person shall bring any weapon or object onto the premises or into the building. A weapon

could be a gun, knife, or object with the intention of causing property damage or inflicting bodily harm.

Procedures:

- Any employee having knowledge of a weapon on the premises should contact the following:
 - Environmental Services Supervisor/designee
 - Executive Director
 - Supervisor
 - Human Resources
- Retreat immediately to safety
- Do not attempt to take matters into your own hands
- Complete and Incident Report.

See WCI-P-329

Vehicle Breakdown/Accidents

In the event of a vehicle breakdown or accident while on Woodland Centers, Inc. business, staff should follow the procedures outlined in the Transportation policy (WCI-S-605). In all cases, an Incident Report must be completed (WCI-G-100).

Electrical Power Failure

In the event of a power failure, Woodland Centers, Inc.'s Gallia facility is equipped with a backup generator. This will supply 90% of the CSU, all exit lights, and one light per hall. Flashlights are provided as follows:

- Maintenance
- CSU
- Receptionist
- Typing Pool

The Safety Committee shall keep clients calm and in lighted areas to reduce confusion and lessen the chance of injury. Using the chain of command, inform them of situation.

The Environmental Services Supervisor or designee will contact the power company and have an estimated time for repair. If power cannot be restored relatively soon, the following procedure is to be implemented:

With Emergency Power

- Staff will be placed into offices with windows in order to observe clients.
- Housekeeping can complete tasks that require no electricity
- CSU staff can provide activities for residents
- After hours activities may be cancelled
- Food for CSU residents and staff may be ordered in
- All telephones shall work off of emergency generator

Without Emergency Power: When a power failure occurs and the emergency power fails to come on-line:

- Basic telephones shall be plugged into emergency power failure jacks.
- Staff will be placed into offices with windows in order to observe clients
- Housekeeping can complete tasks that require no electricity
- CSU staff shall keep clients in lighted areas
- After hours activities may be cancelled
- Food for CSU residents and staff may be ordered in
- If power remains out, arrangements shall be made for relocating residents, if emergency generator does not come on-line.

Water Supply

In the event that normal water service is interrupted the following procedure will be implemented:

Contaminated Water

- Environmental Services Supervisor shall contact outside water company to deliver water for cooking and drinking.
- Water may be boiled for 10 minutes first for consumption depending on the type of contamination.
- Showers can be taken
- Restroom will still be functional

No Water (Long Periods)

- Environmental Services Supervisor shall notify an outside water company to deliver water for cooking and drinking.
- If water is available, it will be delivered for health reasons
- Clients would be transported to another facility for showers

Electric Heaters/Extension Cords/Candles

According to the Ohio State Fire Marshall's Office electric heaters or any devices that cause heat cause several fires every year through malfunction in the wiring and being left unattended while turned on. In addition, extension cords and candles also create fire hazards.

To be in compliance with this regulation, it is the policy of Woodland Centers, Inc. that electrical heaters and extension cords will not be used in any facility.

All program directors/supervisors will ensure that electrical heaters, extension cords, candles and cup warmers are not being used.

The Environmental Services Supervisor/designee will look for all fire hazards including those which may be caused by electric heaters during the monthly inspections.

Safety Inspection

Woodland Centers, Inc. has established methods and time frames for inspecting all equipment as well as training for all staff. Inspections are generally performed within the first week of each month. The following will be visually inspected:

Fire Extinguishers	Exit Lights
First Aid Kits	Pull Stations
Evacuation Plan	Emergency Lights
Fire Panel	Smoke Detectors
Health & Safety Hazards	Security Cameras
Fire Hoses	Wheelchairs
Monitors	Security Mirrors
Fire Horns	Security Lighting
Disposal of Hazardous/Infectious	Waste Flashlights
Shelf Clearance	Emergency Telephones

The Environmental Services Supervisor/designee will train a staff member from each area when inspection is completed.

Other inspections performed by outside agencies yearly are:

- Fire Extinguishers
- Fire System
- Sprinkler System
- Fire Marshall's Inspection

All inspections are documented to comply with Woodland Centers, Inc.'s facility and security policy (see WCI-S-600 Safety Policy).

Infection Control

See WCI-S-602 for the Infection Control Plan.

First Aid Plan

See WCI-S-609 for the First Aid Plan

Section 2 – Related Policies and Forms

NOTE: All Agency Policies are posted on the agency's intranet. Please see the appropriate section for the most current version of the policies cited in the Disaster and Safety Manual.

WCI-S-600 Safety Monthly Health/Safety Inspection

WCI-S-606 Disasters and Emergencies Disaster - Disaster Drill Debriefing Form Fire Drill (5 different forms);
Tornado Drill (2 forms); Bomb Threat Checklist

WCI-P-328 Emergency Closing

WCI-S-610 Material Safety Data Sheets

WCI-S-607 Building Security Security; Sign-In Log; Bomb Threat;
Checklist Weekly Security Checklist

WCI-S-608 Key Control: Key Control Form

WCI-P-329 Violence in the Workplace

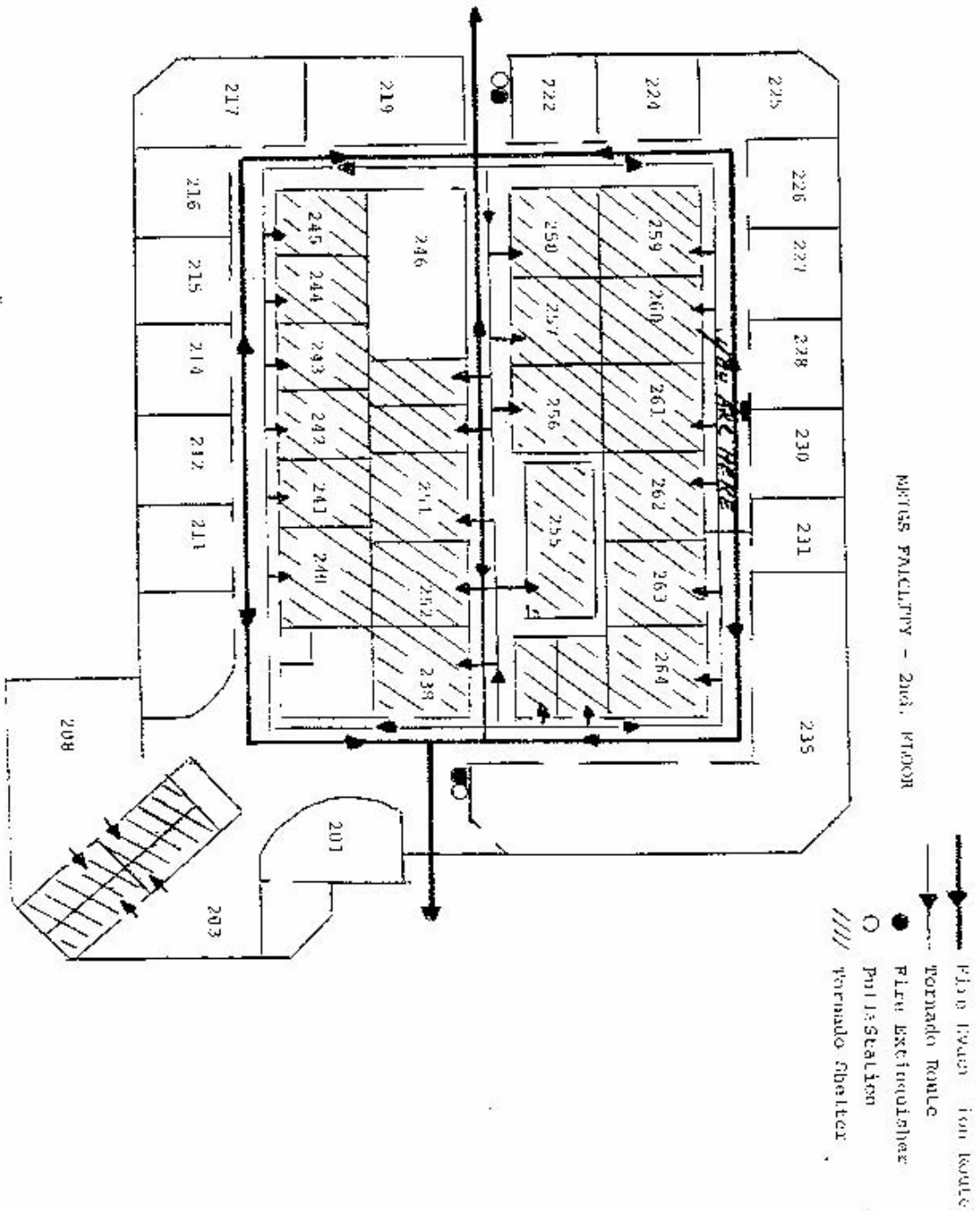
WCI-S-605 Transportation: Daily Vehicle Inspection Checklist and Mileage Log; Weekly Vehicle Gasoline
Log; Monthly Vehicle Inspection Emergency Procedures and Telephone Numbers

WCI-G-100 Incident Reports: Report of Incident

WCI-S-602 Infection Control Plan Medication/Hazardous Waste Identification - Verification Disposal;
Bloodborne Pathogens

WCI-S-609 First Aid Plan

Section 3 – Floor Plans



RIVER HIGHLAND APARTMENTS
1ST FLOOR

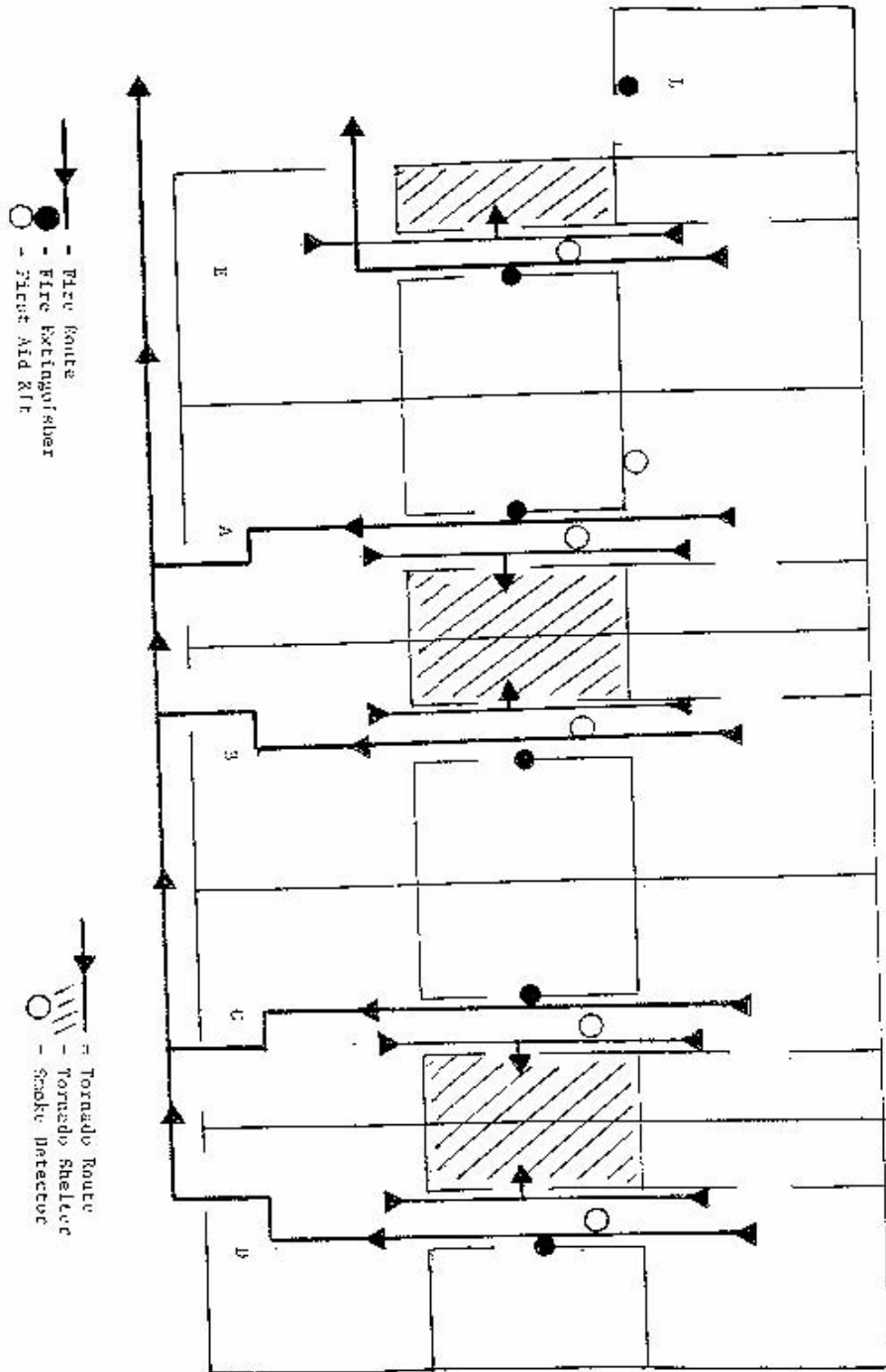
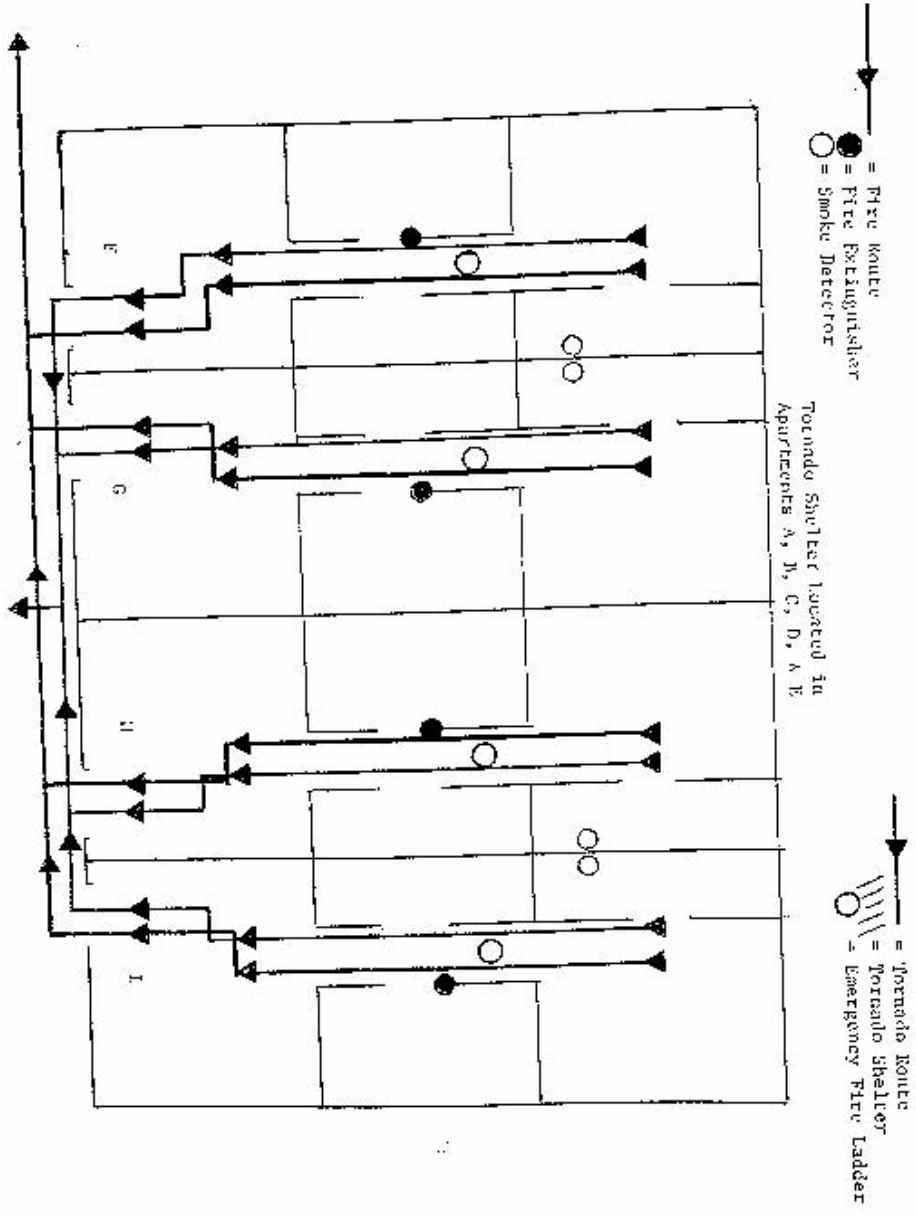
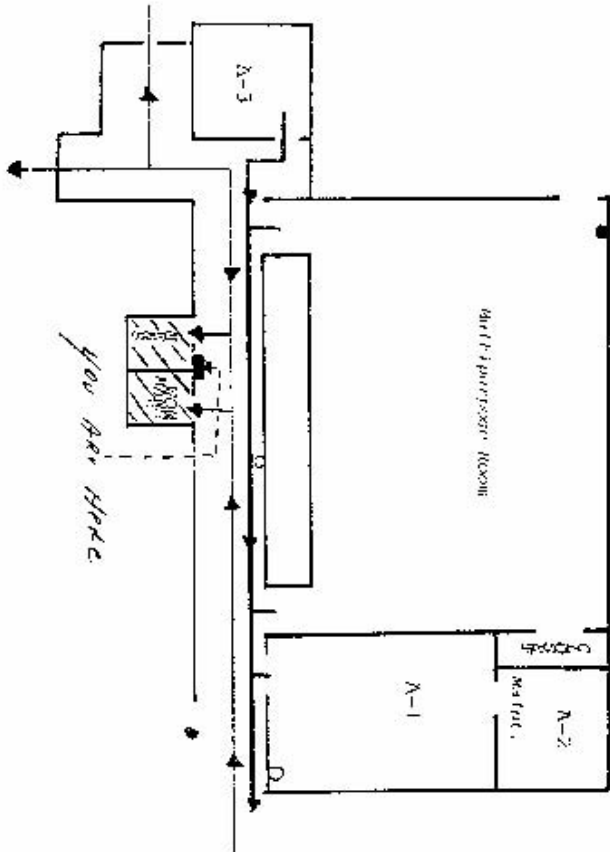


PLATE FRIGIDITY APERTURES
2ND LEVEL



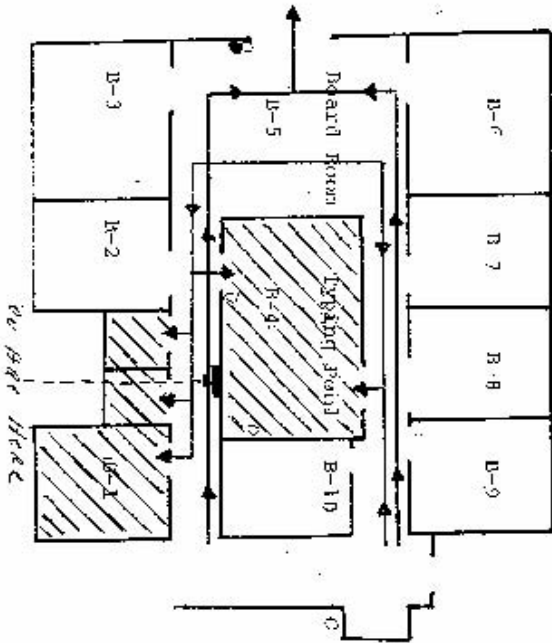
EMULUM FACILITY - A-AREA

- Red Arrows Fire Movement Route
- Blue Arrows - Evacuation Route
- Green Dot Fire Extinguisher
- Red Box - Fire Pull Station



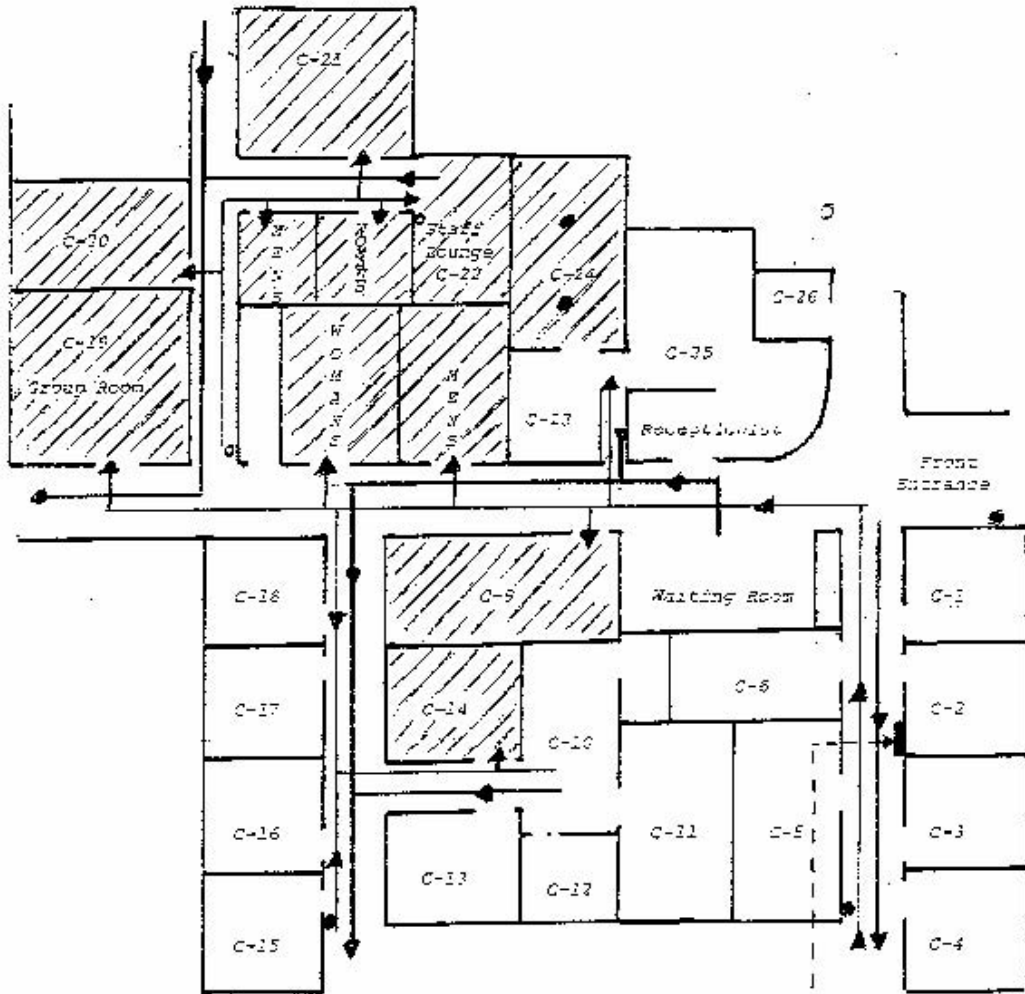
GALLINA FACILITY B-AREA

- Red Arrow-Flare Evacuation Route
- Blue Arrow-Tornado Route
- Green Hot-Fire Extinguisher
- Red Dot-Fire Pull Stations



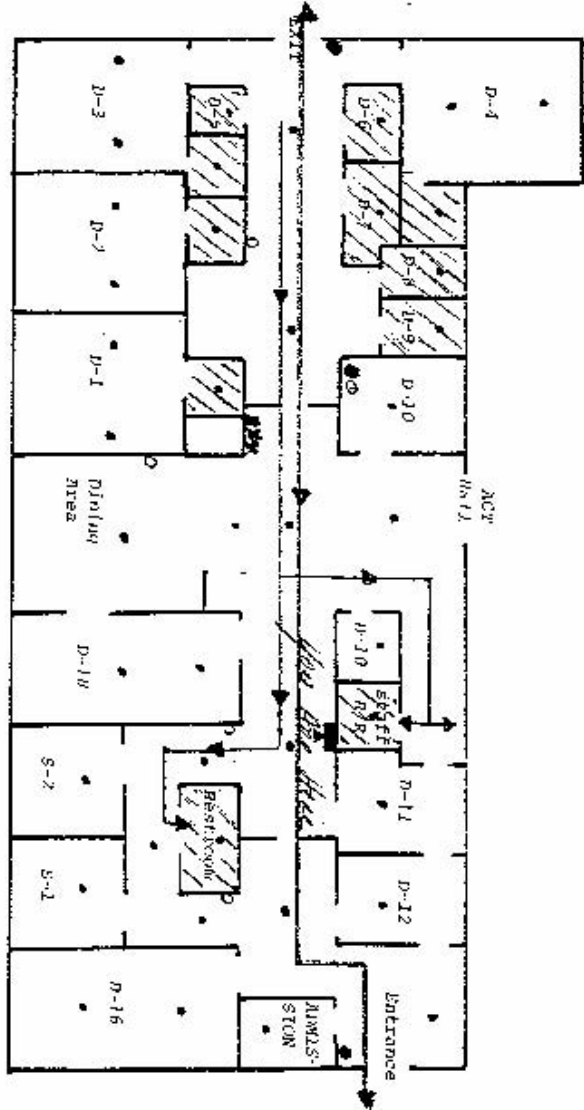
GALLIA FACILITY C-4754

- Red Arrow-Fire Evacuation Route
- Blue Arrow-Tornado Route
- Green Dot-Fire Extinguisher
- Red Dot-Fire Pull Station
- Blue Dot-Sprinkler Heads



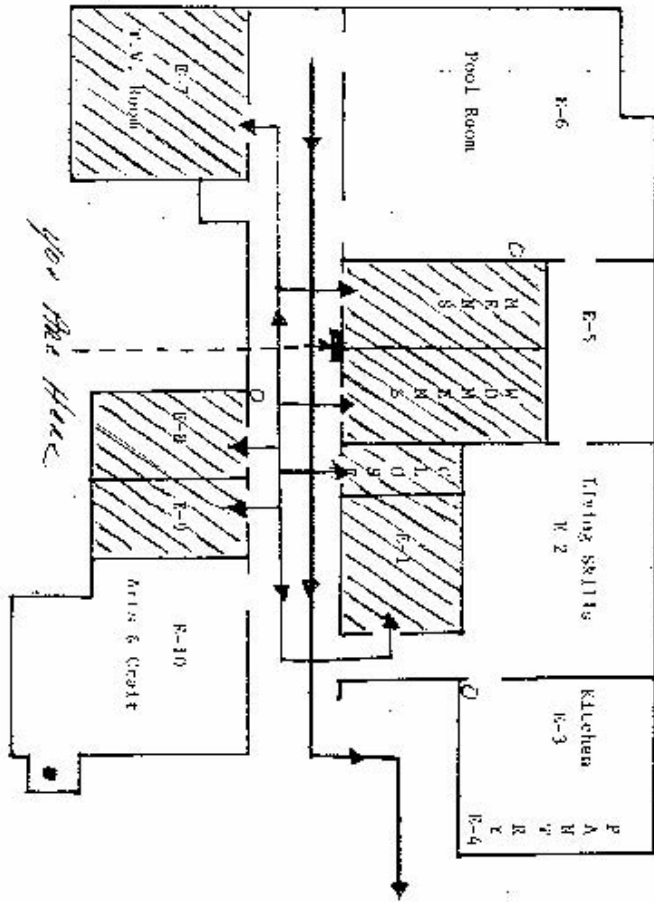
CHICAGO FACILITY D AREA

- Red Arrow-Fire Evacuation Route
- Blue Arrow-Tornado Route
- Green Dot-Fire Extinguisher
- Red Dot-Fire Pull Station
- Blue Dot-Sprinkler Heads
- Blue & Red xxx-Fire Rose

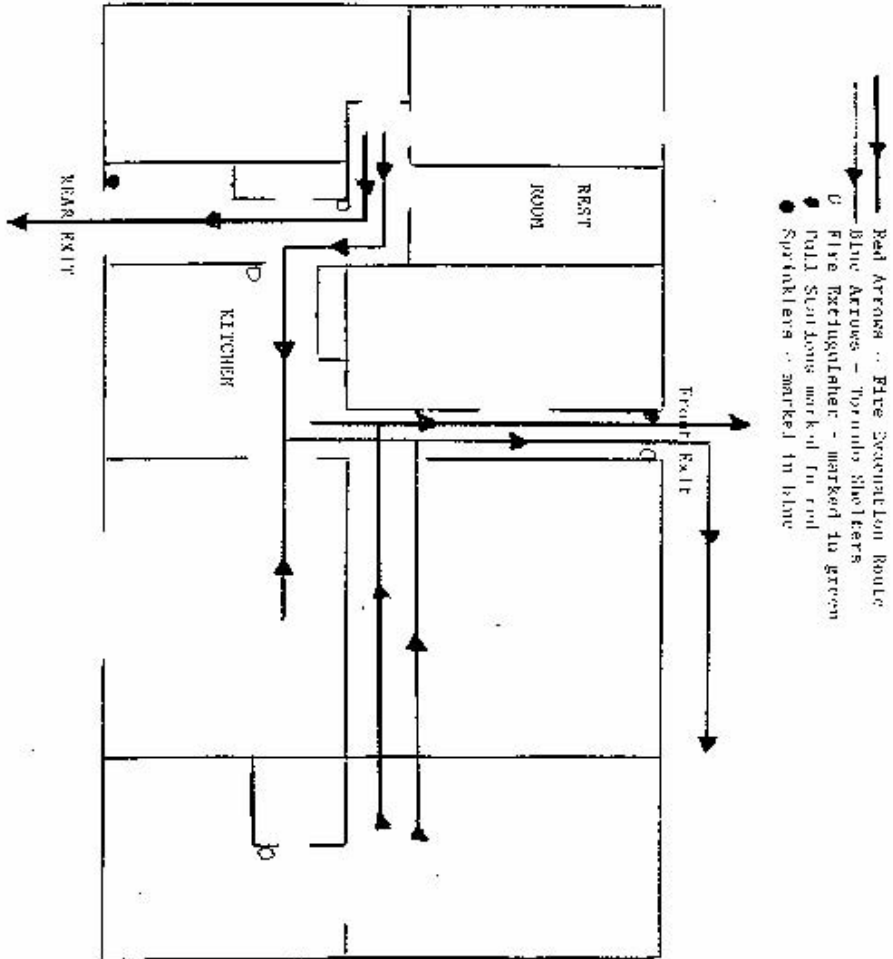


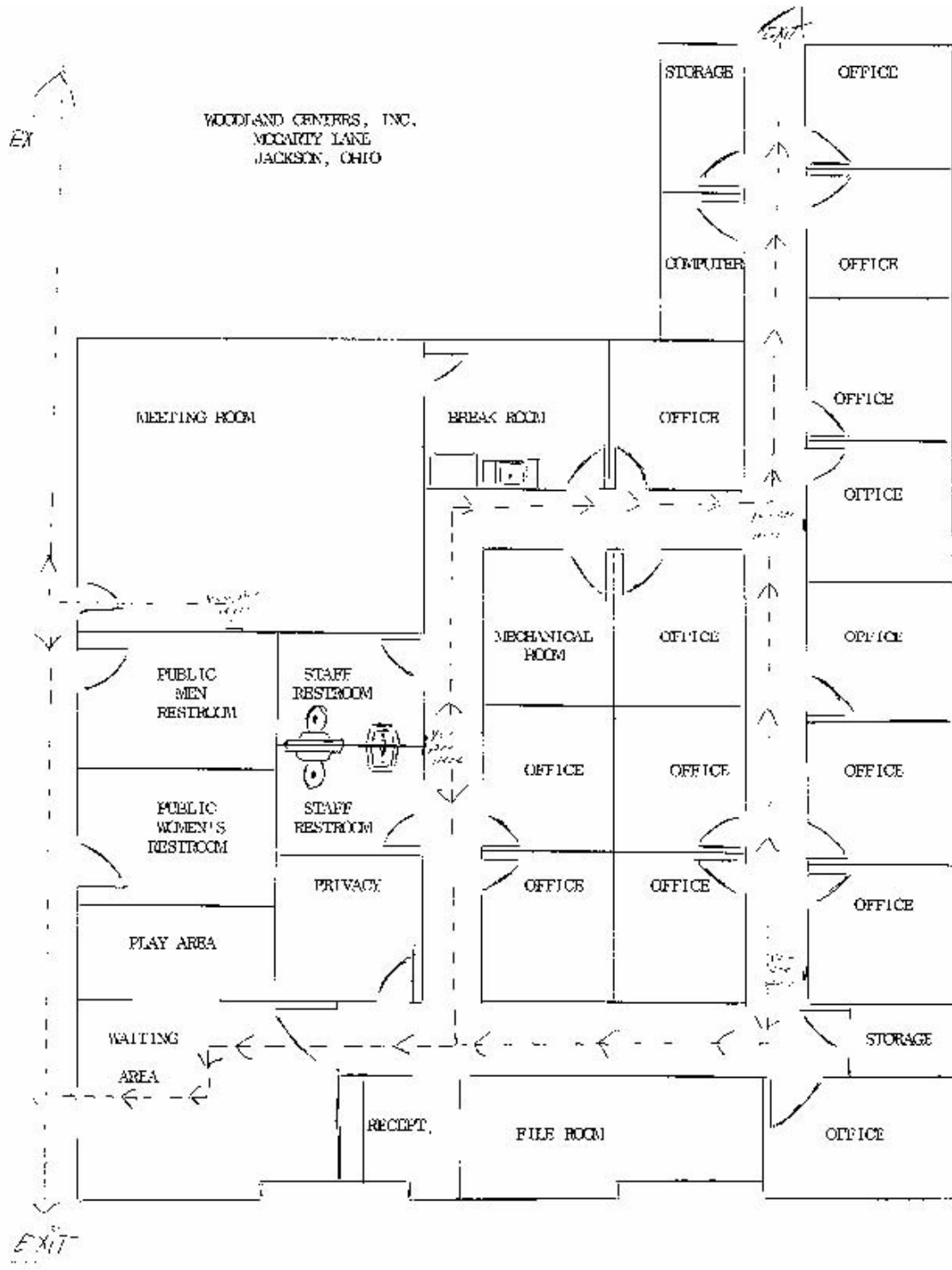
Callie Facility - E Area

- Red Arrows - Fire Resistant Route
- Blue Arrows - Tornado Route
- Green Dots - Fire Exit Register
- Red Dots - Fire Pull Station
- Blue Dots - Sprinkler Heads

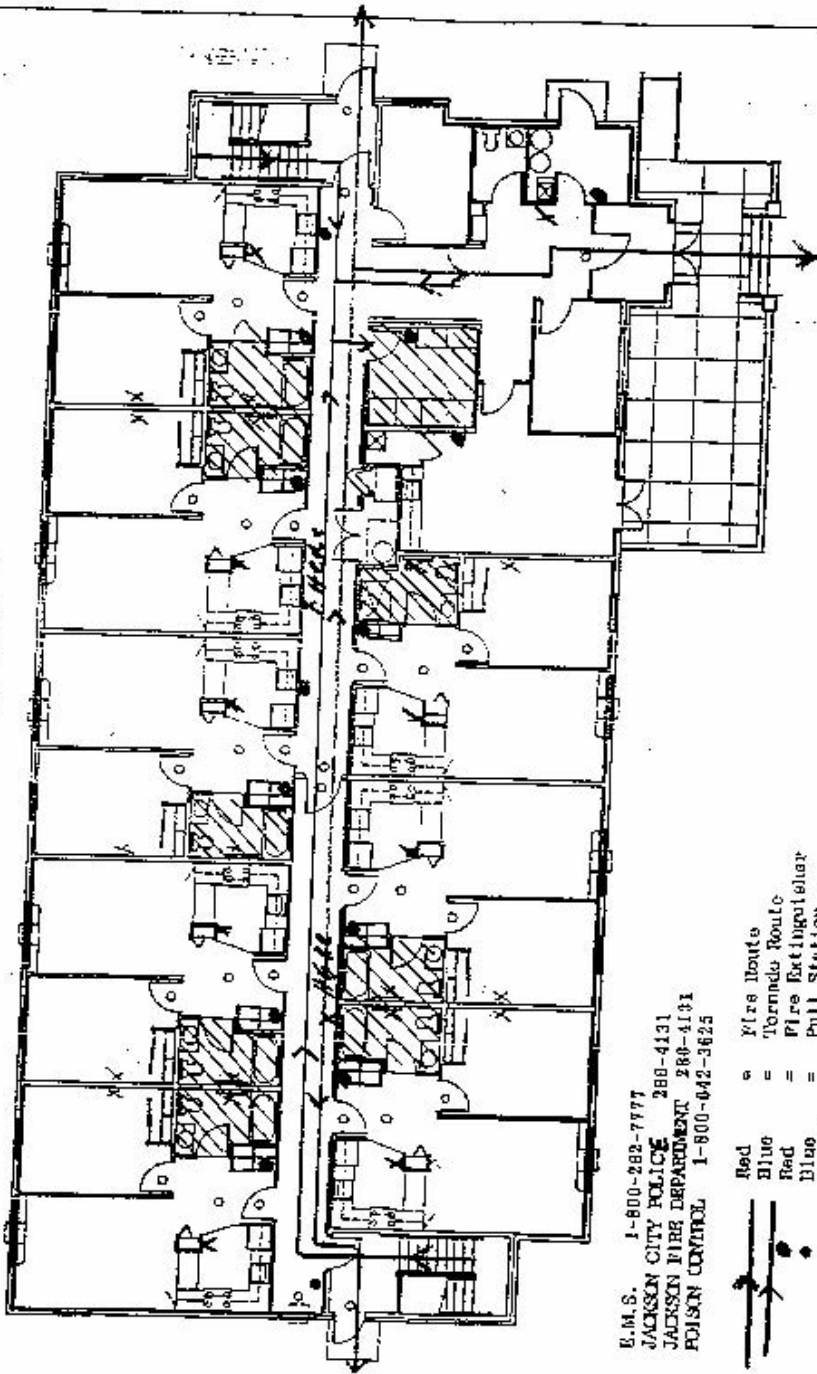


Annex - Fire/Firearm - Evacuation Floor Plan





WILLIAM H. J. COMMUNITY, INC.
 EVANGELICAL CENTER

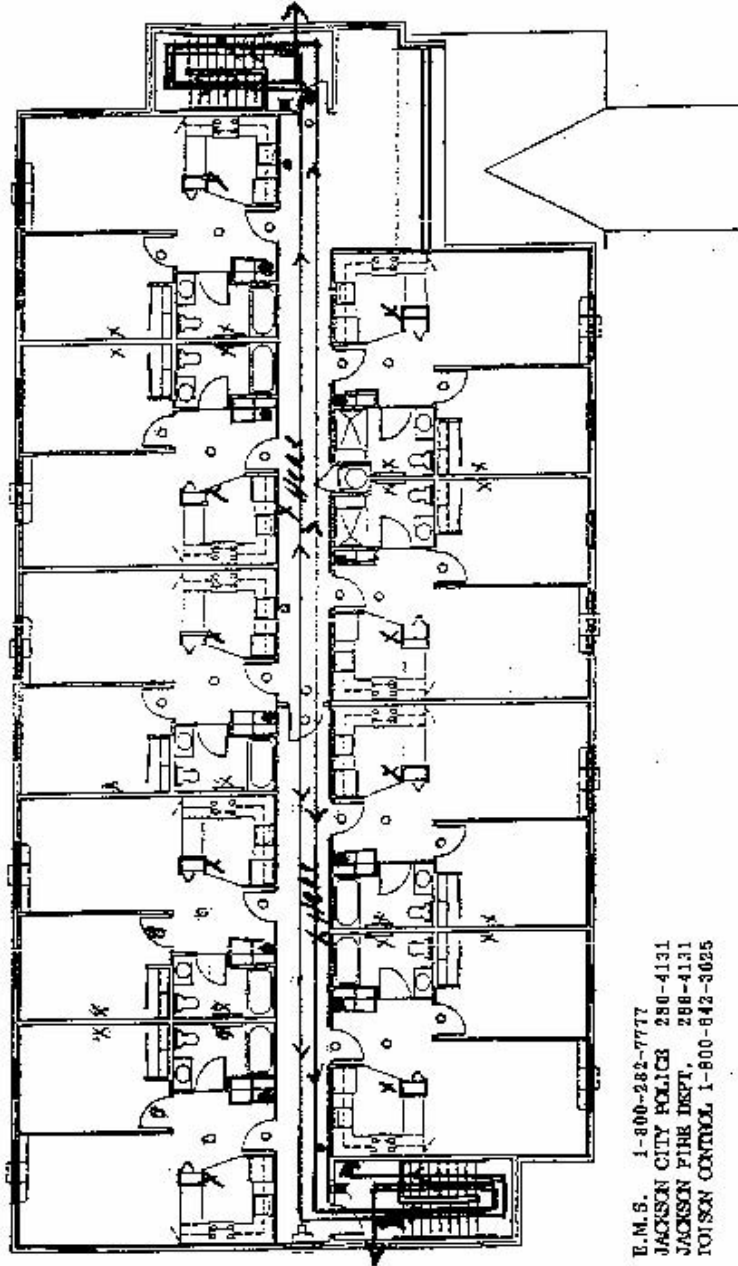


first floor

E.M.S. 1-800-282-7777
 JACKSON CITY POLICE 288-4131
 JACKSON FIRE DEPARTMENT 288-4131
 POISON CONTROL 1-800-442-3625



- | | |
|--------|-------------------|
| Red | Fire Route |
| Blue | Tornado Route |
| Red | Fire Extinguisher |
| Blue | Pull Station |
| Green | Smoke Detector |
| Yellow | Exit Lights |
| Blue | Tornado Shelter |
| Green | Emergency Call |

WYDLAND HOUSING OPPORTUNITY, INC.
EVACUATION ROUTE



second floor

E.M.S. 1-800-282-7777
JACKSON CITY POLICE 288-4131
JACKSON FIRE DEPT. 288-4131
TOWSON CONTROL 1-800-842-3625

- | | | | |
|---|--------|---|-------------------|
|  | Red | = | Wire Route |
|  | Blue | = | Tornado Route |
|  | Red | = | Wire Extinguisher |
|  | Blue | = | Pull Station |
|  | Green | = | Smoke Detector |
|  | Yellow | = | Exit Lights |
|  | Blue | = | Tornado Shelter |
|  | Green | = | Emergency Call |

Section 4 – Disaster Contingency and Recovery Plan

Woodland Centers, Inc.

**DISASTER CONTINGENCY
&
RECOVERY PLAN**

February 2005
Revised October 2005; February 2007
June 2008

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Disaster Worksheets	page 6
Attachment	
Call List	

DISASTER CONTINGENCY/RECOVERY PLAN

PURPOSE STATEMENT

To ensure business continuity in the event that offices and resources necessary for day-to-day operations are no longer available due to a disaster or emergency situation.

Risk Assessment

Types of disasters most likely to occur that could disrupt agency operations include:

- Weather-related emergencies (snow/ice, floods, tornadoes) were considered the most likely events usually accompanied by power outages. This type of disaster could also involve a disruption in water service.
- Chemical disasters were considered possible due to the agency's proximity to highways, railways, and power companies.
- Fires and terrorist activities were considered unlikely.
- Since the Gallia site is occupied 24 hours a day (CSU), in the event of any disaster, medical emergencies are possible.
- A disaster involving the Gallia site carries the highest risk of disruption to the agency's MIS. In January 2007, the risk of a flu pandemic was added to this plan due to the local health department's assessment that "it's not a matter of **if**, but rather **when**" this area will be affected by a flu pandemic.

Three Stages of Planning

This plan is based on three stages of disaster planning: Immediate, Short Term (Contingency), and Long Term (Recovery) as follows:

- Immediate means at the time the event occurs. This is what our disaster drills are for and what CERT training is designed to address. This includes actions such as evacuation or shelter in place, first aid, etc.
- Contingency means in the days and weeks immediately following the event. This includes determining how to set up temporary operations.
- Recovery means what actions are necessary to return to normal operations.

Business Continuity Group

- The agency directors form the core Business Continuity Group with responsibilities delegated to the management team after the initial assessment and planning.
 - The Executive Director and designated Site Managers/Associate Site Managers will be responsible for clinical issues and the agency's response to immediate community/client needs.
 - The Fiscal Director will be responsible for fiscal and MIS issues.
 - The Compliance Director will be responsible for facilities and staff issues.
 - All media and other external inquiries should be directed to the Executive Director.

The command center will be the Gallia clinic. If Gallia is compromised, then the Jackson site will serve as the command center.

In a disaster, the Call List will be utilized and directors will meet at the designated command center.

- If the disaster requires evacuation of the CSU, clients will be transported to the Red Roof Inn in Jackson.
- If the disaster causes Crisisline in Gallia to be inoperable, the Crisisline number will be rolled over to the Jackson clinic.
- If the MIS system in Gallia is compromised, we have back-up capability at the NetSmart office in Dublin. We also have a reciprocal agreement with Health Recovery Services in Athens.

Facilities

- If Meigs is affected, move staff to Gallia and Jackson.
- If Jackson is affected, move staff to Gallia and Meigs.
- If Gallia is affected, move staff to Jackson and Meigs.
- Develop alternate schedules (evenings, weekends, sharing offices, etc.)
- Support Services can contact clients from any site to reschedule appointments.
- NetSmart can be accessed via modem from other sites, or from Dublin.

Issues to be Considered During a Disaster Situation

The following major categories of issues would need to be taken into consideration during a disaster:

- Communication
 - Notifying insurance companies, banks, mail, UPS, deliveries
 - Media spokesperson, public announcements
 - Executive Director or designee only
 - Referral sources
- Issues relating to Clients
 - Meds
 - Crisisline
 - Canceling/rescheduling appointments
- Issues relating to Staff
 - Chain of command/command center
 - Pay issues, mileage for working at other sites
 - Training
 - Use of telephone tree
 - Where to call if Gallia phones are not in service
- Issues relating to Facilities
 - Security of building
 - Temporary shelter, offices
 - Security of client and financial records
- Other issues
 - Agency needs vs. immediate community needs – Prioritizing – Ceasing normal operations temporarily to handle crisis
 - Liaison with available community resources, i.e. LEPC, Red Cross, FEMA
 - In order to continue operations, need master of all forms in the safe (if not available at one of the other sites that may not have been affected by the disaster)
- Fiscal issues:
 - Payee accounts (in CMHC)

- Payroll (SALs that had not been entered and backed up would have to be reconstructed)
- Checks for payroll, client bills and rent (HAP, HTF)
- Food from the CSU

PANDEMIC FLU PLANNING

January 2007

In addition to the strategies indicated in the general part of this Disaster Contingency and Recovery Plan, the following are additional measures to be considered during a flu pandemic.

Items already in place:

- Identify pandemic coordinator/team (Safety Committee)
- Gather information on pandemic (Stan will continue to bring information to the committee as he gets additional info from LEPC, etc.)
- Establish emergency communication plan (already part of our Disaster Contingency and Recovery Plan).
- Rely on current leave policies. (Currently have sick leave, vacation, administrative leave with and without pay, and FMLA in place.) Executive Director already has discretion to change/modify as needed in emergencies. Staff may have difficulty obtaining Return to Work authorizations from physicians in a pandemic situation. Could agency med-somatic staff be used for this purpose? Nurses may also be best internal resource for medical consultation and advice.
- Rely on current policy and procedures for infection control. Recommend inventory of current supplies and purchase additional supplies as needed.
- Utilize videoconference equipment to facilitate communication.
- Have Crisisline “pre-screen” clients when making appointment reminder calls (“If you are sick, have a cold, fever, etc., please reschedule your appointment.”) Also post signs on clinic doors as we’ve done in the past.
- Use phone system (similar to the way its used for weather emergencies) to maintain up to date information for staff and the public (open or closed, emergencies only, etc.).
- Stan will continue to participate in community preparedness activities including tabletop exercise January 2007 with the health department and other Gallia County agencies.
- The agency will respond to/be in compliance with all state/local authorities (i.e. health department, law enforcement, EMA, etc.) in any emergency situation.

Additional items to be addressed:

- Identify essential functions/employees to maintain operations by location and function. Identify/train backups for key functions.
- Medication/Hazardous Waste Identification - Verification Disposal Bloodborne Pathogens WCI-S-609 First Aid Plan
- Assess potential need for services. (At what point do we discontinue regular operations and just respond to emergency community needs?)
- Determine potential impact on financial operations (billing and payroll in particular).
- Staff education/expanded universal precautions/vaccines
- Plan annual employee training.
- Use resources provided by health department including brochure for employees and families.

- Also need to provide info to clients.
- Crisis counseling.
- CSU – At what point would we have to cease operations?

