



RESPONDING TO A NATURAL DISASTER

This form is to be completed, scanned and filed in the electronic system.

It is the procedure of LADD to respond to all emergencies to ensure the health, safety and welfare of all individuals. **Staff on duty will be responsible for the health and safety of all individuals present in the home/location at all times including at the time of a natural disaster.**

For Natural Disasters where shelter in place has been ordered the following procedures must be followed:

1. Move all people supported, visitors, and staff immediately to a safe and secure area.
2. Keep the people, visitors and staff in the program safe and comfortable as much as possible.
3. When immediate danger to safety is present, call 911 and follow all instructions given by the dispatcher and/or local authorities.
4. Turn on the T.V. and or/radio local news to get emergency information in your area. You may utilize the radio in the emergency bag if necessary. Monitor for emergency updates and emergency instructions. Follow any emergency instructions given by local authorities.
5. Locate necessary food/water supplies that may be needed to assist in keeping all people safe and comfortable during the emergency.
6. Management must be contacted using the Emergency Procedures-Responsible Person List.

If evacuation is needed:

1. Staff are responsible for ensuring everyone is evacuated out of the home/location and accounted for.
2. Take the emergency bag. If evacuation time allows take all individuals medications and necessary medical treatment supplies.
3. If assistance is needed for evacuation call 911.
4. Staff are then responsible to ensure everyone is present at the point of safety and accounted for. At the point of safety all people should be made as comfortable as possible.
5. **Point of Safety for this Home/Location:** _____ (Meeting Place)
6. Follow the evacuation routes given by local authorities.
7. Go to the evacuation center as directed by local authorities.
8. Arrange for medical examination of anyone that may need it.
9. Notify Management after ensuring that all people are safe. Refer to the Emergency Procedures-Responsible Person List if needed, located in the emergency bag.

Tornado Watch/Warning/Touch Down Procedures:

Staff must take immediate and appropriate action when a tornado watch or warning occurs.

⇒ **TORNADO WATCH:** A tornado watch means weather conditions exist that could lead to a tornado. In the event that a tornado watch is issued for the area of the home/location, staff must:

1. Be alert and watch for a change in weather.
2. Stay tuned to the local radio station.
3. Place the following items in the designated tornado area: Emergency bag, cordless phone, blankets, pillows and activities of interest for the people supported.

⇒ **TORNADO WARNING:** When a tornado warning is issued for the area of the home/location, staff should immediately alert all other staff and people in the program to the warning. Staff should then begin following the procedures listed below:

1. Staff will move everyone to the designated area – interior of the building and not the outside walls.

2. Staff will get the following items and place them in the designated area: Emergency bag, cordless phone, blankets, pillows and activities of interest for the people supported.
3. Staff will have everyone sit next to the interior wall and cover them with blankets.
4. Staff will do a headcount to make sure everyone is safe and accounted for.
5. Staff will ensure that all windows and doors are closed.
6. Staff will tune the radio to a local weather station for further information.
7. Staff will then contact Management using the Emergency Procedures-Responsible Person List.
8. Everyone will remain in the designated area until the “ALL CLEAR” (meaning the tornado warning is over) is given by the Emergency Broadcast System or local authorities.

⇒ **IN THE EVENT A TORNADO TOUCHES DOWN AT THE HOME/LOCATION:**

Staff should follow the below procedures:

1. Check the scene for safety.
2. Call 911.
3. Care for any person who needs assistance.
4. Contact Management using the Emergency Procedures-Responsible Person List.

Point of Safety inside this Home/Location:

Special Considerations for a flood-related Natural Disaster:

1. Do not use the water from the faucets as it could be contaminated. Use water from the emergency supplies.
2. If necessary to evacuate, never drive through large amounts of water where you cannot tell for sure how deep it is as this may be a sink hole or will cause the vehicle to stall out.

Other Natural Disasters that could occur in this area are:

- Earthquake
- Landslide, mudslide, subsidence
- Flood, flash flood, tidal surge
- Water control structure/dam/levee failure
- Drought
- Snow, ice, hail, sleet, blizzard, arctic freeze
- Windstorm or Tornado
- Dust storm
- Extreme temperatures (heat, cold)
- Lightning strikes (Wildland fire following)