



LADD CORPORATE EMERGENCY PLAN

EMERGENCY POLICY

PURPOSE

To ensure that organizationally, LADD and its employees are prepared to deal appropriately with emergencies, so the individuals we support, employees and stakeholders are kept safe from harm.

The LADD leadership team and Administration is responsible for ongoing monitoring for information on local, national emergencies and pandemic outbreaks; assuring the organization is following emergency procedures and practices.

LADD is committed to the safety of the people we support, our employees and stakeholders. This plan provides a systematic approach to emergencies and the framework for the organization to achieve this goal.

Once the emergency situation has been alleviated our focus will be to return to day to day operations, risk assessment and prevention.

SCOPE

This policy applies to all stakeholders, employees and people supported to ensure safe working and service areas while reducing identified physical risk.

POLICY

It is the policy of LADD to analyze potential hazards and address those using emergency procedures and practices that have been designed to address the possible occurrence of unexpected or unidentified events including pandemic outbreak emergencies.

All employees will be trained in emergency procedures, practices and responses prior to working alone. This LADD Corporate Emergency Plan provides the structure for the corporate wide response to emergencies and the development of a location specific response called the LADD Emergency Guide Book. Employees will use the Corporate Emergency Plan in training actions to be taken in emergencies and as a future reference document. All programs will then have the **LADD Emergency Guidebook** developed specific to the location of services utilizing the information and forms provided in this plan so that employees who travel to any LADD Service location know to utilize and be familiar with the LADD Emergency Guidebook prior to working at any new location.

In order to promote emergency preparedness across the community; LADD will provide an **Emergency Guidebook** that will be available for stakeholders so the contents can be used for them to make specific to their own home and meet their specific needs.

Management will utilize the Table of Contents in developing the site-specific **LADD Emergency Guidebook** so that every service location is provided with a systematic approach to emergencies and covers emergent issues that can occur while providing services to people.

PROCEDURES

Emergency procedures and practices will be followed to provide a safe working and service area while providing support services.

All services related to health and safety are considered essential services and employees will ensure the continued provision of the services to the best of their abilities in the event of an emergency.

Emergency telephone numbers will be maintained - at each site location as well as online for quick access.

3 KEYS to success in emergency preparedness:

1. **Plan:** Be prepared, do your homework, know where to obtain reliable emergency information, have the means to obtain the emergency information, have needed supplies ranging from food/water/medicine to transportation. Have a plan, consider the possible emergency situations that may occur in your community and develop a plan of

action. It is important to know what your basic actions are going to be when faced with an emergency. This Corporate Emergency Plan provides planning documents for this purpose.

2. **Practice:** Practice what you would do in an emergency. By practicing the plan you developed you will be familiar with action steps, you will know what works best and have an opportunity to critique the plan and make improvements. LADD expects all employees to practice while on shift and with the people supported.
3. **Respond:** Know how to respond, use what you have learned from practicing so that you can take immediate and decisive action in an emergency.

4 FACTORS to focus on in any emergency:

When faced with an emergency it can be easy to feel overwhelmed by all the unknown factors facing you. To overcome these feelings, it is helpful to think in terms of your responses and the timing of those responses and not so much about the specific emergency itself.

1. **Evacuation** means something has occurred and you must leave the home/location.
 - a. Unsafe condition in the home: the home or location must be evacuated immediately due to something like a fire alarm or carbon monoxide alarm.
 - Each person at the location must be familiar with several ways to exit the location and know the safe meeting place outside the building.
 - b. Unsafe condition in the surroundings: the home or location must be evacuated and you must leave the area either because you have decided to or because you have been ordered to. Some possible causes for this sort of evacuation could be gas leak, chemical spill or flooding/severe weather.
 - Each person at the location should know where to meet within and outside of your immediate neighborhood.
 - If you have a vehicle keep a half tank of gas in it at all times in case of an unexpected need to evacuate. Gas stations may be closed during emergencies and unable to pump gas during power outages.
 - Become familiar with alternate routes and other means of transportation.
 - Do not wait to exit if given advance warning leave early to avoid things like congested roadways or severe weather. Follow evacuation routes.
 - Take your emergency supplies. Take pets but keep in mind if your pet is not a service animal you may not be able to keep it with you.
 - Contact Management following the Emergency Responsible Persons List to notify where you are going and any orders that you may have received.
 - Secure your location which includes locking windows and doors, unplugging appliances like televisions and small appliances, shutting off water and electricity or gas.
2. **Shelter in Place** means something has happened and shelter must be taken immediately wherever you may be. Evacuation is not an option. A tornado or severe weather incident, a release of chemical, biological or radiological contaminants are possible reasons for taking immediate shelter.
 - a. Locate to a room:
 - Choose a room in advance, one with few windows, doors or vents, large and has a water supply.
 - Listen to TV or radio to understand whether the authorities wish you to merely remain indoors or to take additional steps.
 - Take your emergency supplies.
 - b. If needed:
 - Have plastic sheathing and duct tape available to seal the room from outside contaminants.
 - Seal the room from outside air coming in to prevent exposure.
3. **Isolation and Quarantine** means a contagious disease is present and steps must be taken to prevent the spread of the disease.
 - a. Isolation: keeps someone who is sick with a contagious disease away from people who are not sick.
 - b. Quarantine: restricting the movements of people who were exposed to a contagious disease to make sure they do not become sick.

If either of these situations were to occur the Centers for Disease Control and Prevention (CDC) would issue guidelines and coordinate a response and course of action for you to take. Knowing the steps to take in evacuation or sheltering situations may apply and a sound understanding of these steps is important.
4. **Lock Down** means that an act of violence has occurred onsite or nearby. Lock downs have become familiar in school settings and the workplace as the site where an act of violence has taken place. Surrounding locations,

including your home may also need to lock down to protect against intrusion by the violent person trying to escape and to eliminate possible shelter or hostage situations.

a. Lock Down order given: a violent person is onsite and threatening.

- Everyone is to stay where they are.
- Lock all doors and windows.
- Lower blinds and close curtains and move away from easy view.
- Turn off lights, televisions, radios and computers.
- Remain calm and quiet.
- Remain in safe area until directed by first responders to move to a safe location.
- Account for everyone who was in your lock down location.

b. Other warnings such as a loud pop or gunfire, an unfamiliar person in an unauthorized location or faced with a violent person and/or active shooter.

- Be aware of your surroundings at all times. Look for possible avenues of exits, escape routes and items to use for defense. Do not cut yourself off by texting, checking email on a device or listening to music with headphones on.
- Do not confront violent or unknown people.
- Depending on the situation **YOU** must decide to **RUN, HIDE** or **FIGHT**.
 1. **RUN:** Your first response should be to get everyone to safety, exit the threat area, keep your hands in the air, and listen for directions from first responders.
 2. **HIDE:** If your route to safety is cut off you should hide, seek refuge in a room, close and lock the door and barricade the door if it can be done quickly. Hide under a desk, in the corner of a room and away from the door or windows. Remain calm and quiet.
 3. **FIGHT:** Is a last resort if you are unable to get to safety or hide. Prepare yourself to fight the violent person with whatever weapon/resource you can find that will disable the violent person so that you can get to safety. Swarming is a collected effort of defending in which the whole group swarms or uses items to throw at the violent person/shooter in an attempt to overwhelm and/or disarm them.

TIME SPECIFIC FACTORS

1. **Immediate Action** – In the first 24 hours of the emergency situation. What must be done immediately to protect yourself and those around you from harm. What needs to be done for everyone to remain safe. What steps need to be taken to alleviate the emergency situation. Care is given to those in need. The emergency situation has been reported so first responders are mobilized.
2. **Short Term Action** – Between 24 to 48 hours from the emergency situation. The immediate need for safety has been met. If able to return home are there clean up and repair projects to be completed. If unable to return to your home what are shelter needs to get through the first few days until something more permanent is identified. Is there access to food, clothes and medications for those affected? Is there access to cash or other resources? Are there things to do that will keep people occupied?
3. **Long Term Action** – After the first 48 hours have passed. The emergency situation has been taken care of and needs for food and shelter are being met. The affects of the emergency situation in the next 6 months and beyond need to be planned for. You have contacted your insurance company to report the situation and coordinating on benefits/claims. You have made arrangements to secure clean up and repairs. Even if temporary you have shelter needs met to carry you through until you can return to your home or rebuild.

PLAN

Emergency Service Contacts:

All necessary phone and contact information is located on this form.

Emergency Shut Off:

Location of all shut off valves and electrical systems.

Region specific Resource Lists:

List of resources to help in the event of an emergency.

- Emergency Resource List West location

- Emergency Resource List Central location
- National and Local Emergencies

LADD specific information:

Emergency Procedures-Responsible Person List- including emergency supplies and generator list

- Emergency Procedures-Responsible Person - Region 1
- Emergency Procedures-Responsible Person - Region 2
- Emergency Procedures-Responsible Person - Region 3
- Emergency Procedures-Responsible Person - Region 4

Emergency Staffing:

Employees that could be utilized in the event of an emergency updated annually.

Emergency Supplies & Checklist:

List of supplies to be kept in case of an emergency. The checklist is individualized for each location.

Emergency Shut Down:

When emergency personnel and/or Management require evacuation of your home/location if time allows the following steps should be taken:

1. Refer to the Emergency Shut Off to do the following:
 - a. Shut down or close the electric power- in the event of severe weather. Contact Management to determine if power supply should remain on.
 - b. Shut down the main water supply if necessary.
 - c. Lock all doors and windows.
 - d. If closure will last longer than 24-36 hours transfer all cold/frozen/perishable foods to alternative housing location.

Management will follow alternative housing steps and notify staff of the closing and new work location.

Alternate Housing and Transportation:

In the event there is an emergency in which the home/location/vehicle is damaged, or if the vehicle is unavailable in the course of the emergency, if there is a prolonged power outage or a situation has occurred to the extent that care may be compromised at that location. An alternate location will be provided in order to continue support and care for the people. The following steps will be taken:

1. Employees will contact Management using the Emergency Procedures-Responsible Person list.
2. Management will make a decision regarding the need to seek Alternative Housing and Transportation.
3. If Alternative Housing or Transportation will be utilized, Management will contact the Alternative Housing/Transportation location to coordinate arrival and any special needs.
4. If it is a short term/overnight stay, then another LADD service location will be utilized. Sleeping bags and inflatable beds are available. There are LADD locations with emergency generators that can be utilized in the event of a power outage. If longer term stay will be required, then a nearby hotel will be utilized.
5. LADD Funds are available for immediate access and/or credit cards for use of securing outside alternative housing; i.e. hotels
6. The safety of all evacuees will be ensured/accounted for and communicated to Management.
7. If evacuation is necessary and it is safe to do so, staff will complete the Emergency Shut Down.
8. Management will contact the employees to notify them about the alternative work location as necessary. Employee contact information is available in each location and in AOD.
9. Management will contact parents, guardians, Contract Agencies, and other concerned individuals, as needed.
10. If it is safe for employees to do so, they will pack all items needed to provide essential health and safety to take to the Alternative Housing location. Take medications, medication documentation book, all necessary books, iPad for electronic documentation, clothing and other items needed to provide for health and safety of individuals.
11. Employees will lock all doors and windows of the home/location.

12. Document on an Incident Report to be sent to the Contract Agency and/or Licensing Agency.
13. Evacuate to Alternative Housing Location
14. Management will ensure an emergency key or the keyless entry code is located at the local office.
15. Management will ensure that all cold/frozen/perishable food is transferred to the alternative housing location if closure will last more than 24 hours.

Bed Bug Prevention and Removal Procedure

****SEE additional Bed Bug Documents which include pictures of bugs at all stages, tips, techniques for prevention & extermination by the State of Michigan, CDC, & EPA Sources located on the LADD Website****

A crucial part of preventing bed bugs and other such infestations is to practice ongoing inspections and preventative measures. The following proactive steps should be taken to maintain an environment free of bed bugs and other infestations.

1. All areas of the home should be routinely cleaned along baseboards, under furniture, heating vents and cracks and crevices with an all-purpose cleaner
2. Maintain floors and walls by keeping cracks repaired, wall paper attached to the wall and crevices sealed.
3. Bed linens should be routinely changed.
4. Mattresses and Box springs should be encased in mattress covers (Bed Bug Covers). Plastic mattress covers should be wiped down with an all-purpose cleaner/disinfectant. Plastic covers should be inspected to insure there are no rips or holes, if you find any rips or holes cover with duct tape and replace as needed.
5. Clutter should be kept to a minimum and piles of magazines, newspapers and books should be reduced or eliminated.
6. Piles of clothes should not be accumulated and should be hung up and put away and not stacked in open area
7. Floors should be routinely mopped and vacuumed. Vacuum bags must be routinely changed and bag less vacuums should be emptied after each use. Debris that has been vacuumed should be disposed of immediately to an outdoor trash receptacle.
8. When staying away from home you should conduct a visual inspection of the room, primarily concentrating on the bed and chairs. Suitcases should be stored in the closet and off the floor.
9. Upon returning from overnight stays out of the home; bagged, dirty clothes must be washed immediately in highest temperature settings possible or soaked in warm water with lots of laundry soap. Unworn clean clothes as well as suitcases, duffle bags should be inspected and put away.
10. If a new person moves into the home items should be inspected and clothing and bedding should be taken to a Laundromat for washing immediately.
11. Frequent inspections should be conducted as a preventative measure and should include the use of duct tape to go around the base boards of the room, along the beds, mattresses, furniture, curtains, etc. If bugs or residue is detected on the tape – immediately report findings to Management so the area can be treated.

Indications of a bed bugs infestation

1. Adult bed bugs are oval, wingless and rusty red colored. They have flat bodies, antennae and small eyes. When bed bugs feed their bodies swell and become brighter red. They are visible to the naked eye and often hide in cracks and crevices. See Bed Bug document provided on LADD Website.
2. The first indication there might be a bed bug infestation is the appearance of red welts with no definitive center point on the people living at the home. The bite itself is not painful but does cause the person to scratch the welts. The person's primary care physician should be consulted for care instructions regardless of the source of the welts.
3. An Incident Report needs to be written for each person served who has bites, guardian contacted, Contract Agency, etc. see below.
4. Examine bedroom and living room furniture for actual bed bugs, small bloodstains from crushed bed bugs or dark spots from bed bug droppings in seams and crevices.

Preliminary review of the home

1. Use a bright flashlight to examine the following areas, looking for indications as noted above;
 - Behind the headboard.
 - In the seams and tufts of the mattress, around or inside the box spring.
 - Furniture nearby the bed such as chairs, dressers or nightstands.
 - Along crevices of the bedroom baseboards, especially the areas around the bed.
 - Around door and window trim of the bedroom, especially the areas around the bed.

- Behind or within other areas of the bedroom such as loosened wallpaper, cracks in plaster, piles of books, papers and clothes.
2. An additional aid in searching with a flashlight is to carefully aim a hair dryer set on hot in the direction the flashlight is shining and may result in forcing bed bugs out so they can more easily be identified.

What to do if Bed Bugs are Found or Suspected to be Present

If bed bugs are found or suspected, employees will contact Management immediately using the Emergency Procedure-Responsible Person List. Once notified Management will develop an action plan in conjunction with Administration to address individual circumstances. This document & the action plan will be printed & reviewed with all employees at the program. Communication & implementation of the below procedure is critical.

Employees will:

1. Bring a change of clothing to work. They will enter the program, go straight to the bathroom and put on extra clothing. Clothes will be put in a plastic bag and immediately into the dryer for 1 cycle of heat.
2. No purses, backpacks or additional items will be brought into the home or taken out.
3. If it is inclement weather, employees will hang their coat on a hanger in the bathroom on the shower bar. Items will be left in the bathroom and employee will check the bathtub floor for evidence of any bed bug activity.
4. If staff are covering in other programs they are to ensure they follow these precautions when entering the program.
5. If staff find a replacement they must tell the replacement that there have been bed bugs found. Staff are to tell the employee to bring extra clothing and to follow the bed bug found/suspected procedure. They may also refer this duty to management.
6. Staff should conduct periodic checks of their vehicles to ensure no bed bugs are in the vehicle.
7. Staff should not wear any dark colored clothing or shoes to work. Clothing should not have any pockets if possible.
8. LADD will provide a white t-shirt that can be worn by staff while working. (Employee will notify manager if they would like a shirt and the size needed. If an employee would like additional clothing options such as white sweat pants to wear while at work they will let management know immediately.)

Management will:

1. Management will immediately contacts Administration for an action plan.
2. Insure that the mattresses & box springs (if not already) are immediately incased in bed bug resistant coverings. Air beds are available if needed. Alternative housing will be set up if determined necessary.
3. All people served & employees will be checked for bites. Medical attention will be provided as necessary.
4. Secure a licensed exterminator to complete a thorough evaluation of the home along with recommendations for eradication if necessary. When possible a second opinion will be obtained from another licensed exterminator. Because the matter must be dealt with quickly Management may only obtain a single inspection.
5. Contact Landlord to inform/get permission for heat treatment. Eradication of the bed bugs must occur as soon as possible so selection of a licensed exterminator must be based in part on how quickly the job can be completed.
6. In regards to eradication, best practice guidelines change frequently within the industry so the licensed exterminator will make recommendations based on Management discussion with them regarding;
 - Size of the program
 - Number of people in program
 - Area to be treated
 - Intensity of the infestation
 - How long the people will be displaced from their home
 - Recommended follow up
 - Warranty of work
 - Toxicity of the product used for eradication.
 - Preparation to the home prior to eradication such as removal of bedding, clothing or furniture.
7. Once an infestation has been identified staff should follow the exterminator's recommendations regarding site preparation and follow up.
8. All staff should wear gloves while cleaning. They should also - ensure they shower and wash clothes thoroughly (high heat) after handling possible contaminated items or cleaning areas.

9. Site Preparation may include leaving all furniture in place so that bed bugs and/or eggs do not fall off while items are being carried outside resulting in further infestation in areas that were previously clear. However, some items may be bagged, sealed and removed from the home.
10. Vacuum and steam-clean all carpets and furniture. When possible use a HEPA Vacuum & Steamer (signed out from the LADD office) that is designated for pest control only and includes a 'hosiery' barrier on it to catch the bugs.
11. Thoroughly clean all bedding, linens, curtains, rugs, carpets, and clothes. Washing items in hot water and drying them on the highest dryer setting will kill bed bugs. For those items that may be harmed by washing and drying at high temperatures, soak in warm water with lots of laundry soap for several hours before rinsing.
12. Isopropyl alcohol in a spray bottle will kill bed bugs on contact. However, remember that alcohol is VERY FLAMMABLE and should be used with EXTREME CAUTION with fire safety in mind at all times.
13. If necessary and recommended by the exterminator the mattresses and box springs can be discarded, carefully following the exterminator recommendations for handling and disposal.
14. Wipe away or vacuum all dust from the bed frame, nearby furniture, floors and carpets. Vacuum mattresses carefully. After vacuuming, immediately place the vacuum cleaner bag in a plastic bag, seal it tightly, and throw the bag away in an outdoor container.
15. Put petroleum jelly or double stick tape at the bottom of the bed posts so that it catches the bugs before they can crawl up onto the bed/mattress which is where they will always go to feed on the person.
16. *** **Communication Is Critical*****Management will complete an Incident Report, notify all relevant stakeholders including guardians, the Contract Agency of the action plan and outcomes as well as Licensing if applicable. Updates will be completed at regular intervals.

Emergency Generator Procedure:

In the event of a prolonged power failure please refer to the LADD Emergency Guide Book, specifically the Utility Failure section. Follow all steps outlined in this procedure. When contacting Management using the Emergency Procedure-Responsible Person list a determination will be made by Management as to whether the emergency generator will be deployed. In order to arrange delivery and set up of the emergency generator the Regional Director must be contacted.

Equipment and supplies

1. One trailer mounted generator and two stand alone generators not mounted on trailers. **Never remove the trailer mounted generator from the trailer.**
2. Trailer mounted generator is equipped with a 220 heavy duty power cord to connect to a house (see Emergency Procedures-Responsible Person List for the key to which locations are wired to accept hook up directly to electric panel via outlet on the outside of the house) and gas can mount on trailer. *****The hitch for this trailer must be hooked to a 1 7/8" ball on the tow vehicle.**
3. Stand alone generators are stored under a tarp, there is one 220 heavy duty power cord per generator that can be used to connect to a house (see Emergency Procedures-Responsible Person List for the key to which locations are wired to accept hook up directly to electric panel via outlet on the outside of the house). **These generators are extremely heavy and must be team lifted. A truck or SUV is required to transport these generators. Never transport a running generator or one that was recently run and still hot. Do not smoke while transporting a generator as they have gas and oil in them.**
4. Additional daily use extension cords are available. These can be used **instead** of the 220 heavy duty power cord (if the house is not wired to accept hook up directly to the electric panel) to run to the house and hook up necessary items such as refrigerator, fans, lights, radio. **These cords may NOT be used to power the furnace, air conditioner or water pump.**
5. Additional gas cans are available, location varies. **ALWAYS** insure that the generator is off and cool (about 10 min) before re-filling tank.
6. The Maintenance Department routinely checks oil and fuel levels in the generators. Generators are also periodically started and run so the electric start mechanism (all three generators are equipped with electric start) is operational. All three generators are equipped with a pull start mechanism if the electric start fails.

Supplemental Guidelines for Safe Operation (always refer first to the Owner's Manual)

1. Select the generator that is best suited for individual circumstances such as current weather conditions and site feasibility. The trailer mounted generator is convenient for transport and set up on site. Stand alone generators are more versatile and can be set up nearly anywhere.
2. If selecting a stand alone be sure to bring the chain and lock to secure the generator on site to prevent it from being stolen.

3. If selecting the trailer mounted generator attach the generator trailer to the tow vehicle being sure the hitch is secure, safety chains and light connector are attached, all items on the generator trailer are secure and the area around the generator trailer is clear. Also, make sure the chain and lock wrapped around the trailer wheel, used to secure the generator and trailer during storage has been removed and secured inside the tow vehicle for transport.
4. Always check oil level before operating the generators. **Use the recommended oil per the Owner's Manual. 10W-30 motor oil.** The dipstick location for checking the oil is clearly labeled on the generator, follow manufacturer instructions.
5. The fuel tank is clearly labeled on the generator. Always check the fuel level before operating the generators and never overfill the tank. The maximum fuel level **cannot be higher than 2 inches from the top of the tank.** Never re-fuel when the generator is hot. Gas is flammable!
6. The generators use regular unleaded gasoline with a minimum octane of 87. **Do not mix fuel with oil or use fuel that contains methanol.**
7. The generators are equipped with electric start. If the battery is dead a trickle charger is available and can be used to charge the battery prior to taking the generator to the needed site (this should not be necessary but is an available back up. If the electric start system can not be utilized the generator is equipped with a pull start, manual starting system.
8. Once the trailer mounted generator or stand-alone generator is at the needed site the security chain and lock brought with the unit should be used to secure the trailer and generator or stand alone generator to a fixed object at the site. If no fixed object is available, for the trailer mounted generator the chain should be run through the wheels of the trailer and the generator. If using the stand alone generator, you should always be able to secure it to a fixed object by placing it close to that object for set up and operation.
9. The generator must **never be operated indoors, including a garage, even if the overhead door is left open.**
10. The generator, whether on the trailer or stand alone must be kept on a level surface during operation.
11. To start the engine, refer to the owner's manual, "Operating the Generator, Starting the Engine" that is attached to the generator.
12. The generators should be able to run for approximately 6 to 8 hours on a full tank. Make sure to turn off the generator around 5 ½ hrs. of running. **Let it COOL DOWN for approximately 10 minutes.** Then re-fill gas tank no higher than 2 inches from top. Keep gas can away from the generator. Then turn back on the generator. Cool Down and re-fuel approximately every 5 ½ hrs.
13. Before using a generator the Main Breaker must be turned off and the 30 amp breaker turned on at the breaker box.

The generator is set up to provide electricity 3 ways.

1. There are 4 regular GFCI Duplex receptacles that electrical equipment can be plugged into directly on the generator.
2. There is a heavy gauge, yellow cord that can be plugged into the generator's locking receptacle. This cord can be run into the home and has the capacity to allow 4 different pieces of electrical equipment to be plugged in.
3. There is a heavy gauge, black cord that can be plugged into the generator's locking receptacle. This cord is designed to be attached directly to the home's breaker box. In order to do this the home must have been set up with a locking receptacle mounted outside the home near the point where electric service enters the home usually on the garage end of the home. Plug one end of the heavy gauge, black cord into the generator's locking receptacle and the other end into the homes locking receptacle. At the home's breaker box; switch the main breaker to the off position, lift the metal guard and turn the breaker labeled generator, which has been exposed, to the on position. **DO THIS PRIOR TO TURNING ON GENERATOR.**
 - a. When finished using the generator the fuel must be turned off and the generator should be allowed to run until the motor shuts off.
 - b. For electric to be working back in the home; turn off the 30 amp breaker and turn back on the Main Breaker in the breaker box after unplugging the generator.
 - c. Make sure a copy of this is available to all staff who are in the home to reference.

Identification of Unsafe Environmental Factors:

In an effort to promote safe, healthy programs LADD has taken steps to establish adequate training standards so that staff are able to reliably identify and report unsafe environmental factors to Management so that corrective action can be taken.

All staff will be trained to identify and report unsafe environmental factors such as:

- Air quality outdoors especially for people with breathing difficulties can be of concern. To obtain current air quality information listen to local radio stations or watch local news channels.
- Air quality within the facilities especially for people with breathing difficulties, if too dry or too moist may need to be adjusted. An indication of indoor air quality could be excessive condensation on windows or excessive static

electricity build up and discharge.

- Mold on any surfaces in any programs.
- Flooding in areas that could contaminate the drinking water of the program. To obtain current restrictions due to flooding listen to local radio stations or watch local news channels.
- Gas or Toxic chemical spills in the neighborhood. To obtain current alerts due to spills listen to local radio stations or watch local news channels.
- Employees not following Universal Precautions while dealing with infectious or contagious specimens, briefs, bed pads etc.
- Not properly using chemicals supplies to disinfect surfaces etc. may cause unsafe gases or fumes to build up in enclosed areas.
- Obstacles, clutter, rugs, unsafe clothing (length of pants, dress, shoes untied, etc.), inappropriate use of mobility aids, electrical cords, lighting present the potential for unsafe conditions.

If an unsafe environmental factor is identified staff will immediately notify management and document accordingly.

All staff will be able to identify unsafe environmental factors through training in the following ways:

1. Training is completed at the time of hire to ensure a safe environment and practice universal precautions. This includes proper hand washing preventing contaminated work areas or transferring communicable diseases from person to person.
2. Training occurs for all employees on ways to prevent unsafe environmental factors, including but not limited to: proper cleaning for all facilities, proper procedures for cleaning up spills or leaks, proper disposal of contagious or infectious specimens such as briefs, gloves, bed pads etc.
3. Employees are trained on Blood Borne Pathogens, Exposure Control Plan, Risk Kits, Use of SDS sheets which are available online.
4. CPR and First Aid training occurs within 30 days of hire and employees are re-certified as required.
5. Employees are trained in Emergency Shut Down steps that are specific to their program.
6. -Quarterly Environmental and Safety Checks are completed by Management to look for any unsafe environmental factors.
7. Staff receive training in Emergency Response plans and what to do in the event of a condition that compromises safety.
8. Staff are able to report immediately via phone and electronic ticket system.
9. Management takes immediate action on any reported unsafe environmental factors. The report, recommendations for systems change and follow up are reviewed by the Emergency Management Committee.
10. Service Reviews are completed by Management on an ongoing basis as specified in the Quality Improvement Plan.
11. Quality Assurance Audits are conducted to inspect physical plant for any signs of unsafe environmental factors. (Mold, unsealed windows, water damage in home, signs of leakage etc.)

Vehicle Emergencies:

Fire extinguishers are available in every company vehicle to be used as necessary for escape. Personal Protective Equipment, seasonal preparedness items, and an emergency cell phone including management emergency numbers are available in every LADD vehicle to ensure assets are available to respond appropriately in case of an emergency when in a vehicle. If Alternative Transportation is needed follow the Emergency Procedure Alternative Housing & Transportation Procedure within this plan.

In the event the vehicle in which you are driving starts to smoke or appears to be on fire:

1. Immediately and carefully pull onto the shoulder of the road.
2. Shut off the engine and get the cell phone from compartment (if you are able to do this safely).
3. Get everyone out of the vehicle as fast as you can and move as far away from the vehicle as possible while remaining safe.
4. Complete a check of all people to ensure everyone is accounted for and no one has been left behind. A LADD staff must remain with the people at all times to ensure their safety.
5. A fire extinguisher is located in the vehicle in case the fire is prohibiting escape. Only use the fire extinguisher to obtain an exit from the vehicle.
6. Call 911 and ask them to notify the Fire Department. You must be prepared to give them your current location by providing some of the following: the street name, nearest crossroad, house number, and businesses in the area or recognizable landmarks.
7. Do not attempt to put the fire out.

8. Remain as far away as possible, the fumes from the fire will be toxic and an explosion could occur. Again, remember a LADD staff must remain with the people at all times to ensure their safety.
9. Continue to try to keep the people we support calm and safe, call Management to make arrangements to pick everyone up.

Remember, the best way to prevent vehicle fires is to keep all vehicles properly maintained. It is everyone's responsibility to let Management know if you are experiencing any problems with the company vehicle.

Community Emergencies:

Employees are to follow their emergency training at any location of service including while in the community.

Technology Disaster Recovery:

This plan is utilized by Administration to restore essential systems in the event of a system failure. The plan is kept in a secure location due to the sensitive nature of the content.

Paper back-up versions are available at each location for each individual's medications, emergency authorizations/personal records and PCP/IPOS Goals & Objectives in event of cyber-attack / global satellite shutdown and cannot access electronic systems.

*****At LADD the following systems will be implemented to carry out the appropriate emergency response.*****

Action Team – Roles and Responsibilities:

The below are the roles and responsibilities of the LADD Action Team. These roles can be completed by any member of Management/Administration as appropriate.

- **People Supported** – will assist as able in carrying out emergency plans. Provide care and comfort for one another.
- **Professional C.A.R.E./ Coach Technician** – Primary role in addressing immediate need for health and safety, which includes evacuation or sheltering, first aid, notification to first responders, comfort and care, insuring everyone is accounted for (person supported, co-workers, visitors, etc.), and pulling together emergency supplies. This includes communicating to the Manager. PCTs are the initial responders.
- **Manager** – Primary role is to coordinate efforts onsite, coordinate with first responders, coordinate with PCTs to ensure all the health and safety needs of the people are being met and that all persons stay calm and comfortable. Communicate with Area Supervisor, the Manager is looking beyond the immediate emergency and taking direction from the Area Supervisor on the next steps (staffing and medical needs).
- **Area Supervisor** – Primary role is to provide assistance and support to the Manager on site. The Area Supervisor must establish with the Manager what the immediate needs are for housing, staffing, transportation and support to carry these out. The Area Supervisor will coordinate assembly of the management team onsite to assist the Manager to coordinate. The Area Supervisor will arrange alternate housing and transportation and is responsible to notify the Regional Director assembling onsite assets such as emergency bag, emergency supplies, and necessary elements of documentation.
- **Regional Director**- access to financial resources/emergency supply funds, begin the process of communication with stakeholders, direction of assets, coordination with Emergency Management Service on the local, State and Federal level. The director also makes sure that an incident report and risk assessment are completed.
- **Department Director** – Asset allocation, access to financial sources/ emergency supply funds, Long term Action, securing of resources, directing the rebuilding process, reporting to contract agencies. Monitoring Emergency Alert Systems, monitoring for emergency of a national, state or local level.

Emergency Broadcasting - Communications Systems:

Communication in the aftermath of an emergency is vital. Create an Emergency Communications Plan to assure people understand how communication will take place internally and externally no matter what the scenario.

Rely on local alert systems like sirens and door to door responders. Communicating with your first responders in advance and letting them know that there is a location with vulnerable people and in the event of an emergency they may need to keep them in mind is key in the event additional assistance is needed. Be sure to include any special needs for that location in the communication.

The Emergency Alert System (EAS) is a national public warning system that enables the federal government to provide communications to the nation. The system may also be used by state and local authorities to provide important information of a local concern such as weather alerts or Amber alerts.

LADD will utilize EAS for information pertaining to emergency information. This information will be disseminated to the entire management team so that a coordinated response takes place. The following methods and coverage area is maintained by LADD;

- Land lines
- Internet lines
- Cell phone – primary means of communication between Management. All Management is required to maintain a cell phone. A telephone call tree is utilized.
 - Texting
 - LADD app
 - SComm within electronic Therap system
 - Voicemail
 - Email
- Pre-designated meeting areas based on zones – to be communicated by immediate director

Special considerations exist for Berrien and Van Buren Counties due to the close proximity to two nuclear power plants; Cook Nuclear Power Plant and Palisades Power Plant. It is important to read and understand the information from both Cook and Palisades so that you understand extra precautions you should be aware of. The resource section of this plan contains a link for information from both plants.

In the event of global satellite shutdown, the following will occur:

- Immediate director to communicate when it is no longer safe for a location to “shelter in place” and to initiate Alternative Housing.
- Employee Contact: Secured Paper-back up copies ran quarterly from the electronic time keeping system (AOD) of each employee’s personal contact information at the location will be utilized in the event Management needs to drive to personal residence if needed to continue essential staffing supports.
- Emergency supply money available at pre-designated meeting areas based on zones (locked in safe). This will be communicated by immediate director.

Asset Allocation:

In order to manage an emergency and return to normal as soon as possible a list of assets that can be moved around as needed is necessary.

LADD assets are as follows;

- Management Team – over 70 people including maintenance personnel, trained CPR/First Aid Instructors and tech support.
- Buildings- access to large meeting, staging areas in the service area. Transportation –fleet of 80 vehicles located throughout the service area.
- Equipment-trailers, tools, and generators.
- Supplies- air mattresses, sleeping bags, medical supplies (wipes, PPE-gowns, masks, gloves, Hepaqua, and first aid kits)
- Technology – phones, computers, laptops, tablets/ iPads, printers, electronic system, electronic health record (EHR), email, and websites.

RESOURCES

<https://www.fema.gov>

<https://pdf.countyofdane.com/EMS/HouseholdEmergencyPlanTemplate.pdf>

http://www.ready.wv.gov/Resources/Documents/ReadyWVHandbook_June2013_draft4_final.pdf

<https://www.ready.gov/evacuating-yourself-and-your-family>

<https://nest.com/support/article/What-is-an-evacuation-plan>

<http://emergency.cdc.gov/preparedness/shelter/>

<http://www.cdc.gov/quarantine/>

https://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf

<https://www.ready.gov/business/implementation/emergency>

<https://www.fcc.gov/general/emergency-alert-system-eas>

Ready.gov is the Official website of the Department of Homeland Security

State Emergency Management

http://www.michigan.gov/msp/0,4643,7-123-72297_60152---,00.html

<http://www.michigan.gov/michiganprepares>

Local Emergency Management

Berrien County

<http://www.bcsheiff.org/MAIN/EMERGENCYMGMT>

<http://www.cookinfo.com/pdfs/emergencyinfo.pdf>

Calhoun County

http://www.calhouncountymi.gov/government/sheriff/emergency_management/

Cass County

<http://www.ccsso.info/Divisions/EmergencyManagement.aspx>

Van Buren County

<http://www.vanburencountysheriff.com/domestic.htm>

<http://www.palisadespower.com/>