



"Creating Life Opportunities"

Policy and Procedure # 210

Emergency Preparedness Plan

Approval: /S/ Danielle Cook Effective Date: 10/29/2020

POLICY:

If an incident should occur which would render one or more of the Supported Living homes temporarily uninhabitable (for example: plumbing problems, fire or earthquake) clients from those homes will temporarily be housed at one or more of the other Supported Living homes. In the event there is insufficient space in an EFI residential home for dislocated clients in Mason or Thurston County, the Emergency Management Division or the American Red Cross will be contacted for assistance.

In the event of a natural disaster or other incident that threatens the safety of EFI's employees, clients and facilities; employees will observe the following procedures:

REFERENCE: WAC 388-101D-0170

PROCEDURE:

1. During any emergency EFI employees shall closely monitor local news and information and follow any and all orders, including evacuation orders, as instructed by local emergency officials. Mason County Emergency Services can be contacted at 427-7535, Thurston County Emergency Services at 867-2800 and the Red Cross at 866-438-4630. In addition, 211 may be contacted for additional emergency information and assistance in accessing help for clients and employees including assistance in finding shelter.
2. In the event of an emergency that may limit travel, such as an earthquake or terrorist attack, all 24 hour residential supported living homes will maintain an Emergency Preparedness Kit. These kits shall include:
 - A. A minimum of 3 days water supply (1 gallon per person per day).
 - B. At least 3 days' supply of shelf stable food per person.
 - C. Flashlight with additional batteries.
 - D. Radio with additional batteries.
 - E. First aid kit and manual.
 - F. Bleach.
 - G. Tools for turning off utilities.
 - H. Plastic trash bags.
 - I. Soaps, shampoos, hand sanitizers.
 - J. Toilet paper.
 - K. Shovel (to bury waste).



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- L. Blankets.
- 3. The main office will maintain first aid kits.
- 4. In case of **Earthquake**
 - A. **During an Earthquake:**
 - 1. Remain calm. If indoors, stay indoors. Take cover under a desk, table, or bench by crouching down on your knees and covering your head; or in a doorway, hall, and against inside walls. Stay away from glass or objects that can tip, roll, shatter, or collapse.
 - 2. Do not use candles, matches, or other open flames during or after the tremor.
 - 3. If caught outside, move away from buildings and utility wires. Once in the open, stay there until the shaking stops. Drop to your knees and cover your head if necessary.
 - 4. Do not run through or near buildings. The greatest danger from falling debris is just outside doorways and close to outer walls.
 - B. **After an Earthquake:**
 - 1. Account for everyone at the designated meeting place. One employee must stay with the client at all times.
 - 2. Check utilities, but do not turn them on. The disaster may have cracked water, gas, and electrical conduits.
 - 3. Check for fire and fire hazards. If you can do so safely, douse any flames with fire extinguishers.
 - 4. If gas is detected, open windows and shut off main valve. Leave building and report gas leakage to the authorities if possible. Do not re-enter the building until a utility official says it is safe.
 - 5. If water pipes are damaged shut off supply at main valve.
 - 6. If electrical wiring is shorting out, shut off current at main meter box.
 - 7. Do not flush toilets. Sewage lines may be broken.
 - 8. Clean up potentially harmful spills.
 - 9. Check for injuries and give first aid.
 - 10. Call Mason County or Thurston County Emergency Services or 211 for information and assistance with emergency housing.
 - 11. Inform those in charge of the emergency shelter of any medical needs.
 - 12. Turn on radio if conditions permit and get the latest emergency information.
 - 13. Check and make sure phone is hung up, and stay off the phone unless there is an emergency
 - 14. Do not go sightseeing.



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15. Do not touch power lines or objects touched by power lines.
 16. Stay out of severely damaged buildings; aftershocks can shake them down.
5. In case of **Flood Warning:**
- A. **Flood preparation:**
 1. Store drinking water in clean bathtubs and other containers. Water service may be interrupted.
 2. Disconnect all electrical appliances.
 3. Shut off the water main to keep contaminated water from the water heater. (a source of emergency drinking water)
 4. If forced to leave home and time permits essential items should be moved to safer ground.
 5. Move to a designated safe area before floodwater cuts off access.
 - B. **During a flood:**
 1. Avoid areas subject to sudden flooding. Use only those travel routes recommended by the authorities.
 2. Do no attempt to cross a flowing stream where water is above knees.
 3. Do not attempt to drive over a flooded road. You could get stranded or trapped.
 4. If trapped, keep calm. Get to the highest, safest location and stay there. Never try to swim to safety in swollen floodwaters. If a person is in the water, make every effort to throw something that will float for the person to hang on to. Enter water only as a last resort.
 - C. **After a flood:**
 1. If needed seek necessary medical care at nearest hospital. Food, clothing, and first aid are available at Red Cross.
 2. Return home only when authorities say it is safe.
 3. Do not use food that has come in contact with the floodwaters.
 4. Test stored drinking water for safety; wells should be pumped out and water tested before drinking. Consider all water unsafe - boil or use chemical purification.
 5. Do not visit a disaster area. Crowds hamper rescue and other emergency operations.
 6. Do not handle live electrical equipment in wet areas; check and dry electrical equipment before returning to service.
 7. Use flashlights, not lanterns or torches, to examine buildings. Flammable materials may be inside.
 8. Report broken utility lines to appropriate authorities.



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6. In case of Fire:
 - A. **In case of Household Fire:**
 1. Do not attempt to extinguish a rapidly spreading fire.
 2. If a person's clothing should catch fire assist them to Stop-Drop-Roll.
 3. Evacuate the building in accordance with the posted evacuation plan.
 4. Call 911.
 5. Administer emergency first aid when indicated.
 - B. **In case of nearby Forest Fire:**
 1. Prepare for possible evacuation.
 2. Follow any and all orders, including evacuation orders, as instructed by local fire and emergency officials.
 - C. **After a fire:**
 1. Stay out of the structure or area until the Fire Marshall has authorized re-entry.
 2. Keep in contact with EFI management and follow all instructions.
7. If there is a **Heat Advisory or Heat Emergency:**
 - A. Encourage clients to:
 1. Stay in air conditioned areas.
 2. Dress in cool, loose clothing.
 3. Drink plenty of water, OSHA recommends as much as 1 cup every 15 minutes during extreme heat.
 4. Have sandwiches or salads rather than cooking hot foods.
 5. Limit physical activity.
 6. If your client has a pet, ensure their needs for water and shade are being met.
 - B. In case EFI clients don't have air conditioning or if their air conditioner stops working homes can be kept cool through most of a hot day by:
 1. Cooling off the home thoroughly throughout the night using open windows, fans, etc. If the customer complains that it's too cool, explain the situation and ask them to use sweaters, slippers, etc. The cooler you can get the home the night before, the cooler and safer it will stay throughout the next day's heat.
 2. All windows, doors, curtains, blinds, shades, etc., should be closed as soon as the outside temperatures start to rise, in July that is usually about 5am. Fans should then be turned off as well.
 3. Limit the use of stoves, ovens, lights and electronic equipment which will raise the temperatures.
 4. Avoid opening and closing doors and windows. Keep doors and windows closed and covered until the inside temperature becomes uncomfortable or until the outside



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temperatures begin to fall. Even opening a door for a short time will quickly warm the home. If you are able to cool off and close up the house well enough through the day, you may be able to keep it cool inside until late in the afternoon and possibly into the evening hours.

- a. Note: If there are uncovered windows exposed to bright sun, sheets of aluminum foil or paper can be taped directly on to the glass as a short-term measure to reflect sunlight.
 5. If the home begins to warm, but it's still too hot to open doors and windows, try placing fans in the middle of the room. If fans circulate air near hot walls, doors or windows, it may only increase the inside temperatures faster.
 - C. If the home is very hot despite these procedures, you may encourage the client to do some shopping at air-conditioned stores, go to the movies, library, and local fire department or visit other client's homes, with their permission, which have air-conditioning.
 - D. In case of Heat Related Illness:
 1. Call 911
 2. Move the client if possible, to a cooler, shady area.
 3. Loosen or remove any heavy clothing.
 4. Provide them with cool drinking water.
 5. Fan and mist the person with water.
 - a. Symptoms of Heat Exhaustion:
 - (1) Headaches, dizziness, lightheadedness or fainting.
 - (2) Weakness and moist skin.
 - (3) Mood changes and irritability or confusion.
 - (4) Upset stomach or vomiting.
 - b. Symptoms of Heat Stroke:
 - (1) Dry, hot skin with no sweating.
 - (2) Mental confusion or loss of consciousness.
 - (3) Seizures.
8. In case of **Violence or Gun Fighting**.
 - A. If a situation arises that includes violence, such as gun shots or the use of other types of weapons, the employees' first responsibility is to protect themselves then, as soon as possible, they are to secure the safety of EFI clients:
 1. Employees and clients with employee assistance are to remove themselves from the area and out of eye sight of the individuals involved in the violence.
 2. Employees will call 911 and report the situation. Follow any and all instructions.



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3. If it is dark outside, and if they can do so safely, employees are to turn off lights in the home and then, if possible, discreetly close any drapes or blinds.
 4. If there are gunshots, the employee shall assist the client in moving to a back room where there are several walls between them and the shooters.
 5. When they can do so safely, employees are to report the situation to their Supervisor including information obtained by the 911 operator and follow the Supervisors directions.
9. Anytime there is notice of a possibility of evacuation prepare in advance by:
- A. Ensuring EFI vehicles have full tanks of gas.
 - B. Assembling supplies so they are ready to pack into vehicles that include:
 1. EFI lists of phone numbers including Residential Supervisors, Residential Director and Executive Director.
 2. Customer medications.
 3. Customer medical logs and files.
 4. Water and snacks.
 5. Blankets.
 6. Changes of clothing.
 7. Flashlight and batteries.
 8. Garbage bags.
10. In case of **pandemic**
- A. EFI and its employees will follow all local and state regulations in case of a pandemic including any mandates by the governor as well as CDC recommendations.
11. In the event of a natural disaster, the Kimbel building will serve as a shelter for Mason County clients and employees until further direction is provided by local authorities. Thurston County clients and employees will listen for direction provided by Thurston County emergency agencies.
12. Should an employee have to tend to a personal emergency due to the natural disaster, the Supervisor, Department Directors or Executive Director will be responsible for their client or clients.
13. In the event that EFI is unable to provide services to clients, this will be communicated via available communication services.



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14. Employees may also reference the Emergency Resource Guide maintained at each supported living home.