



"Creating Life Opportunities"

Policy and Procedure # 296

Emergency Preparedness Plan for Vocational Clients

Approval: /S/ Danielle Cook Effective Date: 8/16/21

POLICY:

In the event of a natural disaster or other incident that threatens the safety of clients while EFI is providing services outside of their residential homes the following procedures will be followed.

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 (360) 427-7535. Thurston County Emergency Services can be contacted at (360) 754-3360. In addition, 211 may be contacted for additional emergency information and assistance in accessing help for customers and employees including assistance in finding shelter.
2. In the event an EFI employee is unable to get to the work site to support a 1:1 client, staff shall call the Vocational Supervisor immediately. The Vocational Supervisor will make best effort to schedule back-up staffing. If back up staffing is not available, the Vocational Supervisor will notify the client and/or the residential care provider that the client will not be able to work.
3. EFI Vocational staff must stay with clients at all times until they are safely re-connected with their residential care provider or family member. In the event an EFI staff member is injured and unable to contact the Vocational Supervisor, emergency contact information for EFI is provided to all employers. Emergency contact information can also be located in all EFI vehicles.
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. 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.
 3. Do not run through or near buildings. If inside a moving car, stop as quickly as safety permits, but stay in the vehicle.

B. **After an Earthquake:**



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1. Account for your client at the employer's designated meeting place. One Vocational employee must stay with the client at all times.
 2. Check for injuries and give first aid.
 3. Notify Vocational Director as soon as possible.
 4. It may be necessary to call Mason County Emergency Services for clients located in Mason County or Thurston County Emergency Services for clients located in Thurston County or 211 for information and assistance with emergency housing.
 5. Inform those in charge of the emergency shelter of any medical needs.
5. In case of **Flood Warning**:
- A. **Flood preparation:**
 1. If forced to leave premises such a work site and time permits, essential items should be moved to safer ground.
 2. 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.
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 aide when indicated.
 - B. **In case of nearby Forest Fire:**
 1. Prepare for possible evacuation.

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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. If the client is scheduled to work outside talk with the employer to make arrangement for inside work or suggest client not work due to health and safety.
 2. Limit physical activity.
 3. Dress in cool, loose clothing.
 4. Drink plenty of water, OSHA recommends as much as 1 cup every 15 minutes during extreme heat.
 - B. 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.** 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 the client.
 - A. 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.
 - B. Employees will call 911 and report the situation. Follow any and all instructions.



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- C. If it is dark outside, and if they can do so safely, Employees are to turn off lights in the building they are in and then, if possible, discreetly close any drapes or blinds.
 - D. If there are gunshots, the employee shall assist the customer in moving to a back room where there are several walls between them and the shooters.
 - E. When they can do so safely, employees are to report the situation to the Director of Vocational Services, including information obtained by the 911 operator, and follow the Director's directions.
9. 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.
10. 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.
11. 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.
12. In the event that EFI is unable to provide services to clients, this will be communicated via available communication services.