



Brazos Valley Community Action Agency

Emergency Preparedness Plan

Program: _____

Location: _____

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I. PURPOSE

As part of Brazos Valley Community Action Agency's (BVCAA) overall safety and health program, an Emergency Preparedness Plan has been established to provide a course of action to protect staff, clients and visitors from harm in the event of an emergency situation.

An emergency situation is any circumstance or event that results from disasters or emergencies and may disrupt routine operations and may involve harm or potential harm to numbers of people or to BVCAA.

II. SCOPE

The Emergency Preparedness Plan applies to all programs and work areas within BVCAA. It is the responsibility of the Director/Administrator or designee to implement and monitor this plan. The Board of Directors has responsibility for assuring that a viable Emergency Preparedness Plan is in place at all times. The Safety Committee has the responsibility for overall coordination of the Emergency Preparedness Plan, and an annual review of the Plan.

III. CONTACT PERSONS/TELEPHONE TREES

Administrators will designate a contact person for each site who will create a telephone tree and will be responsible for contacting appropriate individuals in case of an emergency.

IV. COMMUNICATION PLAN

In emergency situations, Administrators must be contacted immediately. The Administrator will contact the Executive Director and/or Deputy Director immediately, as well as the Information Technology Director.

V. EMPLOYEE ORIENTATION AND TRAINING

All current employees will receive access to the Emergency Preparedness Plan through HR Fix, along with a test. All new hires will receive access to the Emergency Preparedness Plan through HR Fix, along with a test, to be completed within their first 30 days of employment. Retraining will occur semi-annually through HR Fix.

Each facility will have a hard copy of its Emergency Preparedness Plan accessible to employees at all times.

VI. EMERGENCY DRILLS

This facility routinely conducts the following drills. The results are reported to the Executive Director or Deputy Director and are included in an annual report for the Board of Directors.

<u>Drill</u>	<u>Frequency</u>	<u>Report</u>
Bomb Threat (<i>Optional</i>)	Annually	Bomb Threat Phone Report
CPR (<i>Optional</i>)	Quarterly	CPR Report
Fire Drill	Semi-Annually	Fire Report
Security Drill (Workplace Violence)	Annually	Security Report
Severe Weather Drill	Annually	Severe Weather Report

VII. 911 AND CODES

Any employee may call 911 or call a code at any time without a Supervisor's permission, if he/she feels the situation warrants it.

The following codes are posted at telephones:

"Code Red"	Fire or Bomb Threat
"Mr./Dr. Strong"	Threat to security/potential violence
"Code Blue"	Clinical Emergency (CPR)

An Administrator/Director or designated staff will announce "All Clear" when the emergency is resolved.

VIII. EMERGENCY SITUATIONS

Emergency phone numbers including 911, the city's non-emergency police telephone number, the county's sheriff's department, and the Poison Control Center telephone numbers are posted in each facility.

In emergency situations, personnel and resources may be reassigned to other programs or locations affected by the emergency. Those decisions will be coordinated by the Executive Director and Deputy Director.

A. Fire

The fire prevention and preparedness plan is to provide for safety of clients, visitors, staff and the facility. The Plan provides for the orderly evacuation as reflected in posted floor plans with exits noted.

Fire extinguishers are located in visible, readily available locations and are inspected annually to ensure readiness.

Floor plans designating escape exits are posted throughout the facilities.

Fire drills are conducted semi-annually at each location to ensure practice of routine in event of a fire. All persons on staff are expected to participate in drills. Contact the facility's alarm company and fire department, if necessary, prior to the drill.

In the event of a fire or potential fire, the person identifying the situation will:

- Use the intercom system to announce "Code Red at _____" and evacuate the building
- Call 911
- Notify the Site Supervisor at the facility who will notify the Executive Director or Deputy Director
- Complete the Fire Report

The Code Red Evacuation Procedure for this facility is:

Under the direction of the facility's Site Supervisor, all employees will move clients, visitors, and themselves out of the building through the nearest exit. Supervisors should account for their employees and notify the Administrator if anyone is missing.

B. Severe Weather

In case of closings due to severe weather, telephone trees will be utilized to contact employees. Only the Executive Director or Deputy Director may make the decision to close a facility and will notify Program Administrators. Notice of closures will be communicated to local media outlets, as well as posted on the BVCAA website and HR Fix.

In the event of severe weather conditions, under the direction of the Site Supervisor at the facility, the staff will provide for client safety by moving clients and themselves to a central office, restroom, or room away from windows. The Director/Administrator or designee will coordinate with local authorities to protect employees, clients, visitors, and the facility.

C. Chemical Contamination of Facility

Any person exposed to chemicals will be taken to an area available (outside, if necessary) to be decontaminated.

In the event of a chemical spill, the staff will remove clients from the area and provide proper clean up prior to moving clients back into the area consistent with OSHA guidelines.

Material Safety Data Sheets (MSDS) are available in the Hazard Communication Program binder which should be accessible at all times to employees. The MSDS are

referred to for information concerning the hazard of the chemical, treatment of any person exposed, and for the proper clean up. Housekeeping will provide appropriate cleaning following decontamination.

An Occurrence Report is completed and submitted to the Director/Administrator for immediate investigation and follow up.

Also see Hazardous Communication Program.

D. Bomb Threat

As soon as the telephone caller makes it clear that the telephone call is a bomb threat, the employee should write a note to a coworker. The coworker should then call 911 and announce Code Red to evacuate the building. The person receiving the bomb threat should leave the phone off the hook and evacuate the building. Use Code Red Evacuation Procedures.

No one should re-enter the building until the police or fire department has cleared the building for re-entry. The person who took the bomb threat should complete the Bomb Threat Report and an Occurrence Report and submit to their Administrator.

E. Workplace Violence

See the Employment Policy and Procedure Manual; Workplace Violence Policy for complete information.

All violent situations, potentially violent situations, or suspicious individuals or activities should be reported immediately to a Supervisor or the Site Supervisor. That person should use his/her discretion when dealing with the situation, but all incidents should be treated seriously. If necessary, 911 should be called.

Any employee is authorized to call local law enforcement whenever an issue arises where law enforcement may be of assistance. Prior approval from supervisors or Agency administration is not required to request assistance of law enforcement. At no time should an employee put himself/herself, or others, at risk when dealing with a possible violent situation. Any time a weapon is displayed, such as a knife or gun, local law enforcement should be called immediately.

F. Acts of Terrorism

In the event of an act of terrorism in the community or the region that affects this community, employees should listen to local radio or television stations, or the BVCAA website, for BVCAA closings or if medical personnel are being called in to assist. The facility's telephone tree should be used to communicate to employees.

G. Power Loss

If electrical power is lost at the facility, the Site Supervisor should notify the utility company, then contact the Director of Information Technology to report the outage. The Administrator is next contacted.

If the phones are not operating, the Site Supervisor should contact the Director of Information Technology first, instead of the utility company. The Chief Information Officer will be contacted in the absence of the Director of Information Technology.

If it appears that power will be out for an extended period of time, the Site Supervisor should contact the Executive Director, Deputy Director, or Director of Community Outreach and Education to contact local media of closures.

The Site Supervisor is responsible for providing a safe environment for clients, employers, and securing the building.

H. Environmental

Environmental emergencies include external events such as chemical spills, smoke and fire hazards.

The Site Supervisor will monitor emergency disaster channels for any evacuation notices in the neighborhood of the facility. If an evacuation is called for that area, the Administrator will contact the Executive Director or Deputy Director for evacuation instructions.

I. Epidemic/Pandemic

The Medical Director will contact the Center for Disease Control and Department of State Health Services. The Medical Director and Administrators will consult with the Executive Director and Deputy Director to determine alternative actions.

In case of closings due to an epidemic or pandemic, telephone trees will be utilized to contact employees. Only the Executive Director or Deputy Director may make the decision to close a facility and will notify Program Administrators. Notice of closures will be communicated to local media outlets, as well as posted on the BVCAA website and HR Fix.

IX. MEDIA

If media response is required in an emergency situation, the Director/Administrator should be contacted immediately, and that person will contact the Executive Director (cell phone number 979-777-9455) or Deputy Director (cell phone number 979-219-4747). Only the Executive Director, Deputy Director, Director of Community Outreach and Education (cell

phone number 979-777-1971), and Chief Information Officer (cell phone number 979-255-9919) are authorized to speak to the media, or to release any information or pictures.

X. OCCURRENCE REPORT AND INVESTIGATION

Any event, activity or incident involving emergency or threat to safety of clients, visitors, or employees is fully investigated by the Director/Administrator or designee, with immediate action taken as appropriate.

Any employee injuries or illnesses caused by the workplace, should be reported by the Supervisor on the First Report of Injury form and forwarded to Human Resources. Human Resources will submit the report to the Texas Workers' Compensation Program insurance carrier.

XI. EMERGENCY PREPAREDNESS SURVEILLANCE

The Program performs an Emergency Preparedness Surveillance Monitor semi-annually. Emergency Preparedness inspections are made to reinforce emergency preparedness policies and verify staff preparedness.

General Workplace Inspection Checklists are performed annually at each site and forwarded to and reviewed by the Safety Committee.

Attachments:

Bomb Threat Phone Report

CPR Report

Fire Report

Security Report

Severe Weather Report

BVCAA, Inc.
Bomb Threat Phone Report

Report by: _____ Date: _____

Date call received: _____ Time: _____ am/pm

Exact words of caller:

Pass a note or signal another employee to call 911 and call a Code Red to evacuate the building.

Note any information the caller disclosed:

1. Where is the bomb exactly? _____

2. When is it going to explode? _____

3. What does it look like? _____

4. What will make it explode? _____

5. How do you deactivate it? _____

6. Why was it put there? _____

7. Is there a phone number where they can be reached? _____

Describe the caller's voice:

___ Male ___ Female ___ Young ___ Older ___ Middle Age ___ Other

Tone of voice: _____

Accent or speech impediment? _____

Background noises? _____

Is the voice familiar? If so, whom did it sound like? _____

Comments: _____

Use Occurrence Report concerning situations and follow up events/actions.

BVCAA, Inc.

CPR Report

Facility: _____ Address: _____

Time Emergency Started: _____ am/pm Time Emergency Ended: _____ am/pm

_____ Check if this is a drill.

	Yes	No
Was correct code, "Code Blue", announced?		
Was specific location announced, "Code Blue at ..."?		
Did appropriate staff respond to code?		
Did any staff call 911 as appropriate to the situation?		

Action Rating: _____ Excellent _____ Good _____ Poor

Comments:

Reported by: _____

Date: _____

BVCAA, Inc.

Fire Report

Facility: _____ Address: _____

Time Evaluation Started: _____ am/pm Time Evacuation Ended: _____ am/pm

_____ Check if this is a drill.

	Yes	No
Did employees/clients immediately begin to evacuate the building when the alarm sounded or "Code Red" was announced?		
Did staff check restrooms, exam rooms and other areas?		
Were doors closed to contain smoke/fire?		
Did everyone evacuate the building?		
Did everyone remain outside the building and wait for further instructions?		
Is the staff knowledgeable in their assigned duties?		
Were actions conducted in an orderly manner?		

Action Rating: _____ Excellent _____ Good _____ Poor

Comments:

Reported by: _____

Date : _____

BVCAA, Inc.

Security Report

Facility: _____ Address: _____

Time Started: _____ am/pm Time Ended: _____ am/pm

_____ Check if this is a drill.

	Yes	No
Was correct code, "Mr. Strong" or "Dr. Strong", announced?		
Was specific location announced, "Mr./Dr. Strong to ..."?		
Did appropriate staff respond to code?		
Did any staff call 911 as appropriate to the situation?		

Action Rating: _____ Excellent _____ Good _____ Poor

Comments:

Reported by: _____

Date: _____

BVCAA, Inc.

Severe Weather Report

Facility: _____ Address: _____

Time Severe Weather Started: _____ am/pm

Time Severe Weather Ended: _____ am/pm

_____ Check if this is a drill.

	Yes	No
Did employees/clients immediately begin to move to designated safe areas in the building when the announcement was made?		
Did staff check restrooms, exam rooms and other areas?		
Were doors closed to protect from wind and glass?		
Did everyone move to designated safe areas of the building?		
Did everyone remain in safe areas and wait for further instructions?		
Is the staff knowledgeable in their assigned duties?		
Were actions conducted in an orderly manner?		

Action Rating: _____ Excellent _____ Good _____ Poor

Comments:

Reported by: _____

Date : _____