

Natural Disasters

Policy:

Morgan Support Services shall do all possible to assist people we support and staff in the event of a natural disaster. The agency shall maintain normal business hours for as long as possible, but shall comply with evacuation orders from local, county or state officials.

Procedure:

All employees shall be trained on the emergency procedures for natural disasters during orientation and at least annually thereafter. Documentation of training shall be maintained in the MSS office. The training shall include, but not be limited to:

- Specific procedures for tornadoes, floods, tropical storms/hurricanes and winter weather conditions
- Staff assignments
- Documentation

General

1. All staff who can safely come to the office must do so. If unable to do so, employees must advise the Executive Director/designee.
2. A current list of contacts for people we support, staff members, and Care Coordinators shall be maintained electronically by the Health and Safety Officer.
3. A list of community agencies that can assist with transportation, food, clothing and labor shall also be maintained in the Program Coordinator's office.
4. The office shall have a basic supply of:
 - a. Drinking water
 - b. Flashlights
 - c. Batteries
 - d. First Aid kit
 - e. Battery-operated radio
5. MSS will attempt to collaborate with local community service agencies to provide shelter, food, clothing and transportation for people we support and/or staff in need.

Tornado

If a tornado watch is issued for this area during office hours, employees should remain vigilant to an update to a tornado warning. The radio should be tuned to a local station for current weather information.

MSS shall designate a “safe room” at each facility. If there is a tornado warning, MSS staff shall ensure that people we support/visitors are taken to the “safe room” until the threat passes and it is safe to emerge.

If possible, the following should be taken to the “safe room”:

1. Any flash drives or other electronic storage devices with clinical documentation and/or critical agency documents
2. Contact Notebook (including contacts for people we support and those we employ)
3. Cushions or other protective devices to help protect from flying glass or debris.
4. Battery-operated radio
5. First Aid kit

After the tornado has passed:

1. Apply First Aid as needed, if possible, and/or call 911
2. Evacuate the area
3. Contact families/guardians to advise of the situation and the condition of the people we support

When it is safe to do so, survey the area for damage and collect any useable equipment and records.

Other Natural Disasters

Because other natural disasters, (floods, tropical storms/hurricanes and winter weather conditions) are generally predictable, the Executive Director/designee shall determine whether normal program activities shall be suspended or relocated during such events. If so, MSS staff shall contact the people we support/families to advise them of the decision.

Staff Assignments

Designated staff shall be assigned the following areas of responsibility:

1. Ensuring the completeness and workability of emergency supplies
2. Directing the evacuation to the “safe room”
3. Searching the premises to ensure that all are in the “safe room”
4. Family/guardian contact

Documentation

Any incident involving a natural disaster during normal operating hours must be recorded on the Internal Incident Report. In addition, if there were any injuries or deaths resulting from the incident, an IRIS report must be completed. All documentation shall be maintained in the MSS office.

Supporting Forms/Documents

Internal Incident Report
Emergency Procedures training material