

EMERGENCY ACTION PLAN

Heartland Industries, Inc., Hearth Residential Homes, Inc., Adult Life Programs and Montana Achievement Project (All listed companies will be collectively known as the "Company".) takes the safety and wellbeing of its employees very seriously. The following policies set forth the basic policies and protocol for responding to an array of emergency situations. Because each emergency is different, no policy or protocol can ever cover all circumstances, and therefore the response to each situation will depend on the precise facts of that situation. That said, please read and familiarize yourself with all these procedures in the event of an emergency.

Medical Emergency

Call 9-1-1 immediately if the situation is a life-threatening emergency. In all instances, call ___Barb 320-979-5878___ as well after dialing 9-1-1. Stay with the individual and do not attempt to move her/him unless they are in danger. Allow emergency personnel to address the situation.

Severe Weather

The Company relies on the National Weather Service to determine when to take precautionary measures due to severe weather such as tornados and flooding. If you hear a weather siren outside it indicates severe weather, and you should seek appropriate shelter inside a building and/or in the designated area of your building. When the siren sounds, you and all persons should move to the lowest and most interior level of a building to avoid glass and airborne debris while assisting persons with disabilities or special needs. If you are with clients, guide them to the designated shelter area in an orderly manner. Training for severe weather should be conducted quarterly per site) Please document all training.

Fire

If a fire alarm is activated, you should immediately exit the building, taking care to assist customers and persons with disabilities or special needs. You should evacuate to the parking lot or another designated meeting area. Once the designated fire marshal(s) are assembled, they should promptly take attendance to ensure that everyone has been evacuated. If there are missing individuals, immediately notify emergency personnel. Do not enter buildings unless and until authorized to do so by emergency personnel. Employees should gather in the parking lot behind the building Training for fire should be conducted monthly per site) Please document all training.

Power Outage

Call 911 or local law enforcement. Move cautiously to a lighted area or outside (if appropriate) while assisting customers and persons with disabilities or special needs. Turn off voltage-sensitive equipment not connected to a surge protector. Do NOT tamper with or reset tripped fuses or switches.

Natural Gas Leak

Guide customers and persons with disabilities or special needs out of the building and/or area immediately. Call 911 or local law enforcement. Do NOT use any electrical devices, cell phones, or anything else that could potentially cause a spark. Do NOT use or tamper with any equipment.

Suspicious Object

Do NOT touch or disturb the object. Leave the area immediately and call 911 or local law enforcement.

Suspicious Person(s)

If you encounter a suspicious person, do not physically confront the person. Call 911 or local law enforcement immediately and provide as much information as possible about the person and their direction of travel.

Dangerous Person(s)

Dangerous persons may or may not be an active shooter. In order to preserve life and minimize the violence of an active shooter or dangerous person's event, the first step is to quickly determine the most reasonable way to protect your own life.

Upon discovery of an active shooter or other dangerous persons situation, **as soon as possible** and when **safe to do so**, notify law enforcement (911) and provide overhead announcement of "**Active Shooter**" and location. The phone call should be made from a place of safe concealment and should include:

- Description of the suspect and possible location.
- Number and types of weapons.
- Suspect's direction of travel.
- Location and condition of any victims.

If possible and as appropriate, the site supervisor will meet and guide law enforcement officers. The goal of law enforcement is to locate, isolate and neutralize the dangerous person as quickly as possible to prevent additional deaths or injuries.

Employees' response to such a situation will be fact-specific. Employees should advise customers of the procedure as possible, and assist them in appropriately responding to the situation.

1. **EVACUATE:** If there is an accessible escape, you should attempt to evacuate the premises. Be sure to
 - a. Have an escape route and plan in mind.
 - b. Evacuate regardless of whether others agree to follow.
 - c. Leave your belongings behind.
 - d. Help other employees and clients escape, if possible.
 - e. Prevent individuals from entering an area where the dangerous person may be.
 - f. Keep your hands visible.
 - g. Avoid making quick movements towards officers
 - h. Avoid screaming, pointing, yelling
 - i. Follow the instructions of any police officers.
 - j. Do not ask officers for evacuation instructions – simply proceed in the direction from which they are entering.
 - k. Do not attempt to move wounded people.
 - l. Call 911 when safe.
2. **HIDE:** If evacuation is not possible or not safe, find a place to hide where the dangerous person is less likely to access or enter.
 - a. Direct personnel into customer rooms or other adjacent rooms, close the door and attempt to lock or barricade the door.
 - b. Your hiding place should:
 - i. Be out of the active shooter's view.
 - ii. Provide protection if shots are fired in your direction (i.e. locating into a customer bathroom and locking the door, staying as low to the floor as possible, remaining quiet and still)
 - iii. Not trap you or restrict your options for movement.
 - c. To prevent an active shooter from entering your hiding place:
 - i. Lock the door
 - ii. Blockade the door(s) and window(s) with heavy furniture.
 - d. If the active shooter is nearby:
 - i. Lock the door
 - ii. Silence your cell phone and/or pager
 - iii. Hide behind large items (i.e. furniture)
 - iv. Remain quiet
 - v. Close blinds
3. **ALTERNATIVES:** If evacuation and hiding are not possible:
 - a. Remain calm
 - b. Dial 911, if possible, to alert police to the active shooter's location
 - c. If you cannot speak, leave the line open and allow the dispatcher to listen
4. **ACTION:** Take action against the active shooter as a last resort, and only when your life is in imminent danger. Attempt to disrupt and/or incapacitate the active shooter by:
 - i. Acting as aggressively as possible against him/her;
 - ii. Throwing items and improvising weapons
 - iii. Yelling
 - iv. Committing to your actions.
5. **ALL CLEAR:** An "ALL CLEAR" announcement will be made overhead when the situation has been addressed and the scene is declared safe by law enforcement officials.
6. **RECOVERY:** The Company takes trauma seriously and will share information with employees and work with its employees to assist with post-event stresses.

IMPORTANT CONTACT INFORMATION

- Local area Hospital(s)

Heartland Industries in Moorhead, MN and Adult Life Programs in Moorhead, MN

- Essentia Health
 - Address: 300 32nd Ave South, Fargo, ND 58103
 - Phone: 701.364.8000
 - Distance: 6.8 miles averages 23 minutes with heavy traffic
- Sanford
 - Address: 801 Broadway North, Fargo, ND 58122
 - Phone: 701.234.2000
 - Distance: 4.2 miles averages 11 minutes with moderate traffic

Heartland Industries in Montevideo

Chippewa County Hospital
824 North 11th St Montevideo, MN 56265
Phone: 320-269-6435
Distance: .8 miles averages 3 minutes with moderate traffic

Heartland Industries in Granite Falls

Granite Falls Hospital
345 10th Ave
Granite Falls, MN 56241
Phone: 320-564-3111
Distance: .4 miles average 4 miles with moderate traffic

Heartland Industries in Dawson

Johnson Memorial Hospital
1281 Walnut St Dawson Mn 56232
Phone: 320-769-4323
Distance: 8 miles average 8 miles with moderate traffic

Heartland Industries in Redwoods Falls

Redwood Falls Hospital
100 Fall wood Road
Redwood Falls, MN 56283
Phone: 507-637-4500
Distance:

Montana Achievement Project

Nearest Hospital from current location.