

EMERGENCY PLANS AND PROTOCOLS

Program Name and Location

- Anova Lower - 4657 159th Ave. NW Andover, MN 55303
- Anova Upper - 4657 159th Ave. NW Andover, MN 55303
- Ogren - 14780 Ogren Pl. NE Otsego, MN 55330
- Radisson - 12701 Radisson Rd. NE Blaine, MN 55449
- Wright - 15486 92nd St. NE Otsego, MN 55330
- Rogers - 20720 Valley View Terrace Osseo, MN 55311
- Ryan - 1415 Ryan Ave W Roseville, MN 55113

Purpose

The below information is a follow up, clarification, reinstatement, and expansion of certain areas of R&M Welty, Inc.'s Emergency Response, Reporting, and Review policy. Items that vary based on site location will include information for all sites. Staff are to refer to which site they are completing this training at (based on which program location is marked above) in order to decipher the correct information.

Staff Responsibilities

No matter the type of emergency, the primary responsibility of staff members are to ensure the safety of all persons served. Staff are expected to follow the specific emergency protocol based upon the emergency at hand. Except for fires or other immediate/severe emergencies, if time allows and it is safe to do so, staff should gather the Medication Administration Record, a 24-hour supply of medications and medical supplies, a 24-hour supply of food and water, emergency contact names/information, a cell phone, and any supplies needed for the safety of the persons served and staff. **Staff must always call 911 in a severe emergency. In all emergency circumstances, contact your supervisor as soon as it is safe to do so – AFTER 911 has been called.** Supervisors are then to contact Myron Welty (owner), any representatives of the persons served, and DHS if required. After an emergency, all staff must immediately fill out an incident report.

911 Procedure

When Calling 911:

1. Stay Calm
2. Answer all of the operator's questions as best as you can.
3. Don't hang up the phone until the operator tells you to do so.
4. Follow the instructions that the operator gives you.
5. Wait for help.

Detector Procedure

- Carbon Monoxide detectors must be within 10 feet of each sleeping room.
- **Carbon Monoxide detectors should be replaced every 5 years.**
- Carbon Monoxide detectors may be hard-wired, battery operated or plugged into a wall outlet.
- Smoke Detectors must be tested every 3 months.
- Smoke Detectors must have their batteries replaced every 6 months.
- Smoke detectors must be replaced every 10 years.

Injury or Illness Procedure

If you or another person suffers from a serious cut, burn, injury, or any other medical emergency, apply First Aid when you are able. If first aid is not to be administered safely, call 911.

Poison Procedure

If you or another person have consumed poison, call 911 or poison control (1-800-poison-1)

Unconscious Person Procedure

If you find an unconscious person or deceased individual, call 911.

Gas Leak Procedure**If you smell gas:**

- 1. Turn off appliances and open windows.**
- 2. Put out any cigarettes, candles, etc.**
- 3. Call your local gas company.**
- 4. Call your supervisor immediately.**

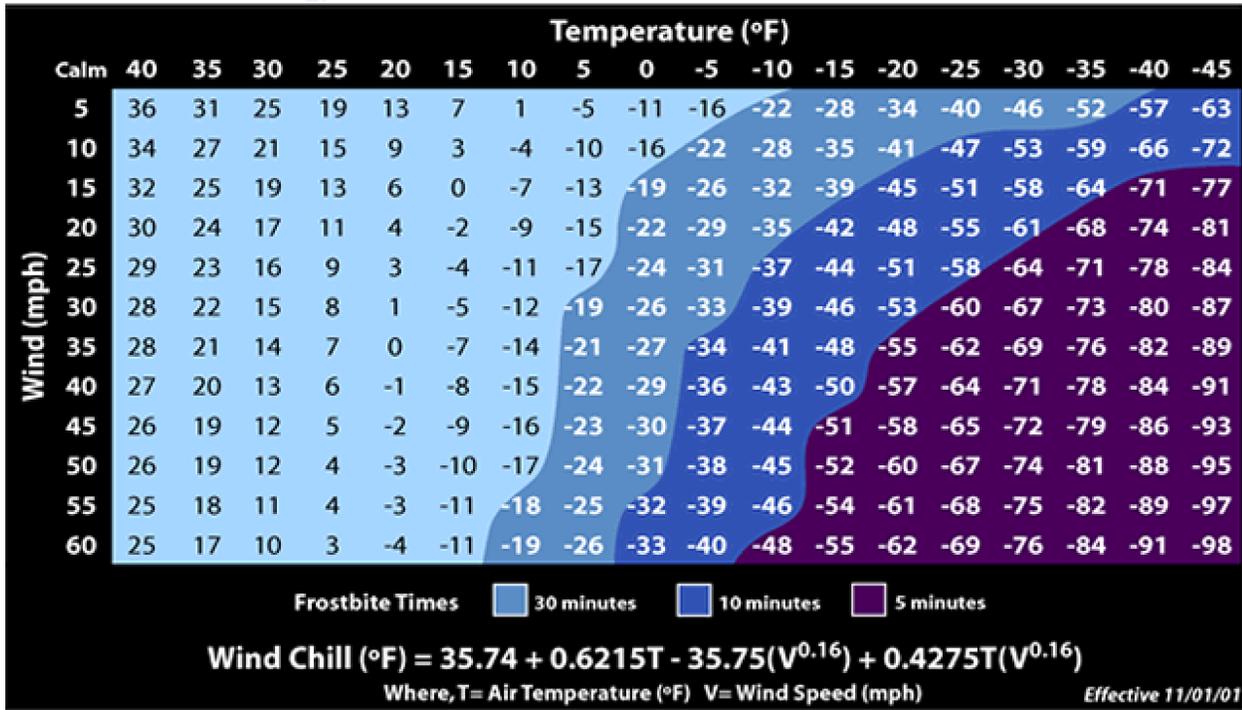
Blizzard or Severe Winter Weather Procedure

Determining if the persons should remain home from activities will be based on the conditions meeting any of the following criteria:

1. Current temperature and/or windchill indicates that you should not be outside over a particular amount of time (see following chart).



Wind Chill Chart



2. Blowing snow and/or accumulations constitute a severe safety factor and is likely to continue throughout the daytime hours.
3. Public transportation systems have decided to stop/suspend services or anticipate suspending services and/or
4. Public Schools are closed, most businesses are closed or expected to close, and most day programs are closed.

If everyone must remain home for the day, staff should not take person(s) served out of the house for anything, with the exception of medical emergencies. In the event of a medical emergency, 911 should be utilized. If going outdoors is necessary for any reason, staff must ensure that all exposed skin on the persons served is covered with hats, mittens, scarves, etc. Staff should then assist persons served in walking on ice to help prevent slipping and/or falling. Staff will monitor weather conditions via television and radio announcements. Company vehicles will be equipped with first aid kits, blankets, flashlights, and candle/container/matches.

Tornado Procedure

Ensure that all staff and persons served are trained in this procedure as well where the designated sheltered area for your home is. Ensure that the home is supplied with emergency items such as flashlights, battery operated radio, blankets, etc. Be sure that all are trained in where these items are located.

Designated emergency storm shelter areas:

Anova Lower - The basement staircase
Anova Upper - The basement staircase
Ogren - The laundry room
Radisson - In the basement
Rogers - In the basement
Ryan – Downstairs by the fireplace
Wright - The laundry room

A tornado watch means that current weather conditions could produce a tornado. This is the time to prepare for the event of a tornado. Staff should determine where they and the persons served will be the safest.

A tornado warning means that a tornado or funnel cloud has been sighted or detected on radar. If you are in a house, DO NOT leave the house. If possible, go to the basement and avoid areas with windows and heavy furniture or appliances overhead. If there is not a basement, go to an interior hallway or designated shelter area. Once in the designated shelter area, make sure everyone is accounted for, stays together, sits on the floor, and stays in this area until you hear on the radio that you are clear of danger. If you are in a vehicle, drive away from the path of the tornado at a right angle. If there is no time to escape, lie flat in the nearest dry ditch or depression.

Guidelines For Storm Drills

1. Plan a predetermined emergency storm shelter area and have this marked on all floor plans.
2. Write out a plan for severe weather and rehearse the plan quarterly. Persons served and staff need to rehearse storm drills at different times of the day.
3. Keep the severe weather plan visible and accessible to all persons served and staff.
4. Be aware and attentive to the weather conditions in and around the area of the persons served residence.
5. Inform the persons served when it is time to take shelter per weather service and educate persons served and staff about severe weather.
6. Have a working flashlight, battery operated storm radio, first aid kit, non-perishable foods and water bottles accessible in storm shelters.
7. Make certain persons served are away from windows and doors when severe weather is present.
8. Remain in the storm shelter area until weather conditions are safe according to the weather service.
9. Storm drills should be completed within 3 minutes.

10. Be sure to record the date and time of the drill on the storm/fire drill log. You will record who participated, who conducted the drill, duration of the drill, and if there were any concerns while conducting the drill.

Fire Procedure

Fire Safety Precautions

1. Be careful if you smoke
 - a. Do not smoke in bed or in the house.
 - b. Use an ashtray.
 - c. Do not empty the ashtray in a regular trash can, use a metal can.
2. Use electricity carefully.
 - a. Do not overload sockets.
 - b. Use power surge breakers if needed.
 - c. Do not use worn or frayed electrical cords. Have them replaced.
 - d. Do not use appliances near water (i.e. radio by the bathtub, coffee pot by the kitchen sink, etc.)
3. Be careful while cooking.
 - a. Do not wear loose clothing around cooking flames.
 - b. Turn off the stove when not cooking.
 - c. Be careful when cooking.
 - d. Never use water on a stove or oven fire.
 - e. Know how to put out small fires.
 - f. Know first aid for burns.
4. Test smoke detectors every 3 months and replace the batteries every 6 months.
5. Know escape routes. Keep an updated escape route poster on each bedroom door.

Fire Alarm

1. Treat all fire alarms as an active fire. Do NOT assume that something else may have triggered the alarm.

Active Fire

Smoke is most likely what you will notice first. If you smell smoke or if your smoke alarm goes off, you should stay close to the ground and avoid the smoke and hear. Then:

1. Close doors and windows (if time allows) and leave the home via the nearest and safest exit.
 - a. When approaching a closed door, feel the door with the back of your hand to see if it is hot. If the door is hot, DO NOT open it.
 - b. Do NOT stop to collect any personal items.
 - c. When you leave a room, close the door behind you.
 - d. If you encounter smoke along the way, check your alternate route or return to the room you came from and close the door.
2. Once outside, everyone should meet at the designated meeting area. When evacuating outside, the designated meeting place is:

Anova Lower - The mailbox at the end of the driveway

Anova Upper - The mailbox at the end of the driveway

Ogren - The fire pit in the backyard

Radisson - The mailbox at the end of the driveway

Rogers - By the "Dead End" sign at the street

Ryan – By the big tree out , then across the street

Wright – Across the paved road

3. After leaving the building or house, call 911 and then your supervisor.
4. Do not return to the home until the firefighters have cleared it.

If you feel you can safely put the fire out with a fire extinguisher, follow the directions below on how to use the fire extinguisher (P.A.S.S.):

1. PULL - pull the pin. This will also break the tamper seal.
2. AIM - aim low, pointing the extinguisher nozzle (or it's horn / hose) at the base of the fire. **Note: do not touch the plastic discharge horn on CO2 extinguishers as it gets very cold and may damage the skin.
3. SQUEEZE - Squeeze the handle to release the extinguishing agent.
4. SWEEP - Sweep from side to side at the base of the fire until it appears to be out. Watch the area. If the fire re-ignites, repeat steps 2-4. **If you have the slightest doubt about your ability to fight a fire: EVACUATE IMMEDIATELY!**

Guidelines for Fire Drills

1. Plan two escape routes from each room of the home, one being the normal exit and the other being a different door or window.
2. Write out your escape plan and rehearse it quarterly.
3. **Activate smoke detectors so the persons served become adjusted to the sound and respond accordingly.**
4. Teach persons served that they should NOT hide under beds or in closets.
5. Imagine if the room is filled with smoke, the persons served should practice crawling low.
6. Close doors against smoke and heat, if the door is closed, test it before opening by feeling near the top. If the door is hot, use an alternate exit.
7. Save lives instead of property. In a fire situation, evacuating persons served from the house, then notify 911 from a safe location.
8. In a multiple story home, evacuate upper floors first.
9. Set a predetermined meeting place outdoors so you know everyone is safe.
10. Teach persons served to STOP, DROP, AND ROLL if their clothes catch on fire.
11. Once the building is evacuated, remain outside.
12. Evacuation should be completed within three minutes.
13. Be sure to record the date and time of the drill on the storm/fire drill log. You will record who participated, who conducted the drill, duration of the drill, and if there were any concerns while conducting the drill.

Fire Extinguishers

Fire extinguishers need to be rechecked and tagged annually by a fire extinguisher maintenance company. You need at least a “2A 10BC” extinguisher. After 5 years, a fire extinguisher must have a hydrostatic pressure test or be replaced. A fire extinguisher must be kept in the kitchen cooking area or other area approved by the fire marshal. **The fire extinguishers should be inspected by staff monthly** to ensure they are still in working order. This is accomplished by:

- Looking at the pressure gauge to ensure the needle is still in the green zone;
- Ensuring safety seals or tags are still in place;
- Ensuring there are no missing parts; and
- Ensuring the hose is still in good condition without any noticeable powder or residue inside the hose.
- If the fire extinguisher does not pass this monthly inspection, it should be serviced by and extinguisher maintenance company.

Here is a list of businesses able to service fire extinguishers:

- Dehmer Fire Protection: 224 Labeaux Ave St Michael, MN | 763-497-2851
- Reliable Fire Protection (Through Elk River Fire Department) Midwest Fire South Haven, MN | 1-888-203-6878
- St. Cloud Fire Equipment: 418 Great Oak Drive Wait Park, MN 56387 | Ph. 320-252-5562 | Fax: 320-252-6542 | Email: dhoward@scfefire.com
- Alert Fire and Safety: 6220 Mechanic St. Rockford, MN 55373 | 763-553-1736
- NCE Systems: Litchfield, MN | 320-693-3981 | 1-888-974-3473
- Just Ask Rental @ Klatt True Value: 1215 Highway 25 North Buffalo, MN 55330 | 763-682-2436 ext. 2

Power Failure Procedure

Report power failures to your local power company (listed below). Use the emergency supplies which are in your designated emergency storm shelter area. Account for the well-being of all persons served. Inform the persons served of what happened and what we are doing to keep them safe.

Local power company phone number:

Anova Lower - Connexus Energy: 763-323-2650
Anova Upper - Connexus Energy: 763-323-2650
Ogren - Elk River Municipal Utilities: 763-441-2020
Radisson - Connexus Energy: 763-323-2650
Rogers - Xcel Energy: 1-800-895-4999
Ryan – Xcel Energy: 1-800-895-4999
Wright - Elk River Municipal Utilities: 763-441-2020

Evacuation Procedure



If the home needs to be evacuated, staff are to transport the persons to the nearest hotel. If time allows, the charge staff will be responsible for grabbing the Medical Administration Record and other emergency items. If the home is determined to be unlivable, relocate immediately. The nearest hotel is:

- Anova Lower - AmericInn - 3430 Northdale Blvd. NW Coon Rapids, MN 55448
- Anova Upper - AmericInn - 3430 Northdale Blvd. NW Coon Rapids, MN 55448
- Ogren - Holiday Inn - 9200 Quaday Ave NE Otsego, MN 55330
- Radisson - AmericInn - 13440 MN-65 Ham Lake, MN 55304
- Rogers - AmericInn - 21800 Industrial Blvd. Rogers, MN 55344
- Ryan – Best Western Plus Como – 1010 Bandana Blvd. W. St. Paul, MN 55108
- Wright - Holiday Inn - 9200 Quaday Ave NE Otsego, MN 55330

House Managers - you must attach two items to this training (as well as be sure to have them posted appropriately on site!

1. Site Emergency Contact Sheet. This should include:
 - a. Site Address
 - b. Phone numbers for: fire, police (emergency and specific county non-emergency), specific power company, specific county mental health crisis hotline, the Minnesota Adult Abuse Reporting Center, and any other appropriate emergency numbers.
2. Updated Emergency Escape Plan Floor Plan(s)