

Emergency/ Disaster–Call 911 (Review at Program Open & Hang up)

OAC 5122-29-12

Emergency Medical Plan - Client Illness, Heart Attack, Seizure, Injury etc
Stabilize client per first aid instruction - Call 911 as soon as possible.

Clients who are in physical distress will be transported by Fire Dept or EMS.

Location of First Aid Kit: Main staff table at all times during the program. OAC 5122-29-12(I)1b

Supervision of Clients: All clients, except for the injured person(s) shall be escorted to a secure area and monitored by secondary staff or be moved back to their sleeping room and lockdown procedure followed. OAC 5122-26-12

Client illness, please let a staff person know so we can assist you. OAC 5122-29-12(I)1d

Fire, Bomb Threats, Gas Leaks, Utility Malfunction (threats to safety on site at hotel)

— Leave the building by the stairs, report to the front of the hotel or where Firemen direct you

Tornado - Get to an area where there are no windows (bathroom)

Earthquake —Stand in doorways, get under tables, protect yourself from falling debris

Nuclear Power Plant (N/A)

Handling Hazardous Materials & Disposal of Waste Materials

If a staff/ client is near hazardous materials or needs to dispose of waste materials, they need to seek out hotel personnel.

If a client becomes ill or is transported to the hospital, the site director or night security person will contact the client's emergency contact. OAC 5122-29-12

ADDICTION'S RESOURCE CENTER-IP, INC

ARC-ip Fire Disaster Plan Policies and Procedures (Review at Intake)

1. Remain calm, but react quickly. Activate the nearest alarm. Call 911, report there is a fire at that particular site if possible.
2. At the sound of the alarm all staff and clients will evacuate their perspective hotel using the emergency evacuation route posed in the room. Clients and staff will congregate in the front parking lot of their perspective hotel. The staff person in charge will do a head count to ensure that all staff and client were able to evacuate the Hotel.
3. At the discretion of the staff person in charge, this staff person may elect to return to the fire and utilize on of the fire extinguishers to attempt to extinguish the fire. (Fire extinguishers are located at each exit and stairwell.)
4. If the fire cannot be extinguished or contained, the staff person will evacuate the area, closing all doors and windows if possible.
5. Clients may return to the Hotel when the fire department deems it is safe to do so. If the hotel is deemed uninhabitable the staff member in charge will utilize their cell phone to aid clients in getting rides homes. The staff member in charge will remain on site until all clients have abstained rides to their homes. The courts will be notified on the Monday following disaster and reports forwarded with whatever data obtained prior to disaster

ARC-ip Tornado/ Severe Weather Disaster Plan Policies and Procedures

As soon as a potential for sever weather is indicate, the staff person in charge will monitor the local radio station for current weather information;

Remain calm but react quickly

Tornado Warning: The staff person in charge will locate all clients and staff and notify them of a tornado warning. Clients and staff will move to the first floor of the Hotel into a hall way running north to south. The staff person in charge will so a head count to ensure that all staff and clients are accounted for. Clients and staff will stand with their backs to a west wall and remain there until an all clear is given.

Clients and staff may return to their rooms/ conference room once an all clear is given.

As soon as possible the staff person in charge will notify the Exec. Director concerning the tornado/ severe weather situation. The staff person will complete an incident report concerning what has occurred, and a copy of the incident report will be included in each client's file.

Other Disasters – Follow same plan as delineated above.