



LAKEMARY  
CENTER

**Emergency Preparedness,  
Evacuation & Recovery Plan**

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Lakemary Center, Inc

# Emergency Preparedness, Evacuation, and Recovery Plan

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# Emergency Preparedness, Evacuation, & Recovery Plan

## Commitment Statement

We believe there is no greater value than the one we place on the safety of persons supported, our employees, our volunteers and others involved in our business operations. For this reason, we commit to developing and implementing an Emergency Preparedness, Evacuation, and Recovery Plan (EPER Plan) and to protect our interest in our business and the people who help to make it a success.

Our purpose is the protection of life and property. To ensure that our facility and personnel have appropriate plans and procedures in place in the event of a disaster, we commit to preparing a vulnerability/readiness assessment of our facility and operations.

In response to our vulnerability/readiness assessment, we commit to prioritizing our readiness needs and development and implementation of a set of procedures intended to strengthen our readiness capabilities when responding to a disaster. These mitigation strategies are intended to reduce the extent of possible disaster loss in terms of life, property damage, and business interruption.

We commit to providing a re-assessment of this plan annually or as necessitated by facility or operational changes.

We believe that Training and Drills are key to the success of our Plan's implementation and our preparedness, response, and recovery in the event of a disaster. We, therefore, commit to trying to ensure that every employee in our company is given the opportunity to participate in a drill to assess their own understanding of their roles and have an opportunity to carry out their responsibilities, beginning with the decision to go into response mode by initiating the alert and company-wide communications signal and system.

## RISK/SAFETY Management Team

### **Risk/Safety Management Chairperson's Responsibilities:**

The Risk/Safety Management Chairpersons are responsible for the proper implementation of this emergency preparedness plan as it relates to helping to safeguard all employees, visitors, and "mission critical" operations in the facilities.

The Risk/Safety Management Chairs are:

Risk Specialist: Jonathan Watkins	785-608-0863 (cell) 913-359-5170 (office) 913-557-4000 x 1308 (office)
Safety Specialist: Ed Beaudry	913-543-4746 (cell) 913-543-4746 (office) 913-557-4000 x 1080 (office)

The Risk/Safety Management Team (or designee) assumes the following responsibilities:

- Annually review and update the Emergency Preparedness, Evacuation, and Recovery Plan (EPER” Plan).
- Participates in any building management meetings concerning Emergency Preparedness and response to disasters, including emergency notification and communication.
- Obtains and thoroughly reviews the building management’s emergency preparedness plan.
- Meets with the personnel to discuss the Emergency Plan for Disasters, including conducting a risk assessment review using the guidance provided in this document.
- Ensures that all employees in each building or area are familiar with the facility’s Emergency Preparedness, Evacuation & Recovery Plan and that all members of the Risk/Safety Management Team understand their roles in the event of an emergency.
- Ensures that roles and accountabilities have been communicated to all members and employees through posted notices, meetings & training.
- Ensures that there is communication of disaster warnings, watches, and alerts to staff.
- Determines when and where the Emergency Response shall be activated, initiating the internal alert, including when the Preparedness, Evacuation, and Recovery phases begin and end.
- Receives status reports from department heads or other designated personnel.
- Designates an alternate(s) concerning the above responsibilities.

Executive Team

President/CEO	913-710-1912
Chief Operating Officer (COO)	913-461-8758
Chief Financial Officer (CFO)	660-562-0543
Vice President - Adult Services	913-731-7334
Vice President - Children’s Services	913-553-8811
or	
Facilities Director	816-665-2717

The Executive Team and leadership personnel are responsible for the implementation of Lakemary Center’s (LMC) Safety Management Plan, including:

Pre-Emergency Planning:

- Oversees proper implementation of the EPER Plan with respect to items that are at high risk, such as windows, doors, and loose hazardous waste cans.
- Oversees Evacuation plan during drills, and conducting critiques of each drill with the appropriate individuals (e.g. Risk/Safety Management Chairpersons)
- Ensures that employees new to the organization are familiar with all the exits, manual fire alarms/pull stations, fire extinguishers, emergency phone numbers, emergency evacuation location and instructions.

### During Preparedness and Evacuation:

- Oversees response mode/preparedness activities.
- Oversees the evacuation of assigned area(s), alerts people, coordinates evacuation, ensures that the disabled are attended to, and oversees the assembling of personnel in the predetermined gathering points as posted in the emergency evacuation instructions.
- Conducts an area search to ensure all personnel are evacuated.
- Reports noteworthy conditions related to the emergency to appropriate disaster team members.
- Receives "all-clear" notification and conveys to employees.

### Employees

Employees, through training, and the posting of emergency evacuation instructions in each department / area and through drills, are informed on:

- Employee and Emergency Response protocol
- How an emergency condition is announced.
- How to set an alarm (e.g. manual fire alarm pull stations, telephone, etc.).
- Response mode/preparedness activities per role.
- How to properly evacuate and where to evacuate.
- Know who to contact during emergency procedures.

Our EPER Plan document is accessible to all employees at several key locations: Nursing Offices, Reception Desks, Program Administrators Offices, Department Managers Offices, and Administration Offices. In addition, the EPER Plan document is posted on LMC website at [www.lakemary.org](http://www.lakemary.org) under Employee Portal Login/ Resource Materials.

## **Preparedness & Response Mitigation Strategy**

LMC's Preparedness and Response mitigation strategies include the use of FEMA Region VII information to assess areas of vulnerability. LMC provides training to all staff and conducts frequent drills to assess employees continued understanding of how to act.

Our goals for mitigation strategies address loss protections for life, property, operations, processes, employees, visitors, and include a business/customer continuity strategy.

## **Recovery/Restoration**

LMC's Recovery efforts are to begin as soon as practicable but only after it has been deemed "safe" to begin the recovery effort. Our Recovery goals include the maintaining of worker safety and the safety of non-employee personnel who participate in Recovery efforts, minimizing additional damage to our business, and restoring business operations as soon as it is safe and possible to do so.

## Plan Reassessment Process

Our EPER Plan recognizes that our business changes in response to changing needs. As a result, LMC will reevaluate its EPER Plan at least annually, or when the facility design or functions have changed. In this, we will reassess our vulnerabilities and readiness capabilities around our facility, operations, processes, and employees, including persons with special needs. We are committed to making necessary changes and improvements to our EPER Plan and mitigation strategies based on those reassessments. We believe that a plan for safety management is part of our continual business process for improvement.

### Drills and Critiques:

The drills are used to help identify the strengths and weaknesses of our capabilities and overall response. In turn, critiques and recommendations are prepared and reviewed by the Risk/Safety team for further action, including improvements to current strategies.

Our safety program training and drill efforts are intended to help everyone in the organization to be ready to respond safely and effectively in the event of a disaster.

While the actual conducting of Preparedness and Evacuation Drills are the responsibility of building/program leadership (Team Lead, Asst. Team Lead, Campus Coach, or designee, for residential; principal and/or vice principal for school) or operations staff (direct care staff in residence), the Risk/Safety Chairpersons are responsible for the following:

- Ensure the completion of drill assessments.
- Ensure that drills are completed according to the following drill schedule:

○ Fire	Monthly
○ Tornado/Severe Thunderstorm	Monthly
○ Medical Emergency	Monthly
○ Severe Thunderstorm	Bi-Annually
○ Bomb Threat	Bi- Annually
○ Active Intruder (Violent Threat)	Bi-Annually
○ Suspicious package/Biological Hazard	Bi-Annually
○ Earthquake	Bi-Annually
○ Flood	Bi-Annually
○ Explosion	Bi-Annually
○ Gas leak	Bi-Annually
○ Waste/Water Concerns (Sewer)	Bi-Annually
○ Power Outage	Bi-Annually
○ Water Outage	Bi-Annually
○ Chemical Spill Inside	Bi-Annually
○ Chemical Spill Outside	Bi-Annually
- Retention of drill records for a period of no less than five years.
- Bring problems noted during drills or critiques to the attention of the Risk/Safety Team on a quarterly basis.

- All personnel-related issues should be brought to the attention of the Safety Specialist/ Risk Specialist.

## Recovery / Restoration Checklist

### (Post-Event)

This document outlines the tasks necessary for the organization in “recovery” mode in the event of an emergency.

Component	Activity
<b>Post Emergency Service (Involving Outside Organizations)</b>	<ol style="list-style-type: none"> <li>1) Notify persons supported families about the status of persons supported on premises.</li> <li>2) Notify employee families about status of personnel on premises.</li> <li>3) Notify and meet with insurance carrier to discuss claim and restoration plans.</li> <li>4) Determine need for alternate facility if necessary and arrange for move.</li> <li>5) Contact vendors for records preservation, equipment repair, earthmoving or engineering.</li> <li>6) Determine outsourcing needs, if any.</li> </ol>
<b>Management Relations</b>	<ol style="list-style-type: none"> <li>1) Ensure availability of key management personnel.</li> <li>2) Convene recovery team &amp; key personnel for recovery decisions &amp; activities.</li> <li>3) Communicate recovery moves activities and work status to active workforce.</li> <li>4) Notify off-duty personnel about work status.</li> <li>5) Notify customers and vendors of changes in status or procedures.</li> <li>6) Keep detailed records of all decisions</li> </ol>
<b>Employee Support Services</b>	<ol style="list-style-type: none"> <li>1) Provide cash advances, if appropriate.</li> <li>2) Ensure salary continuation.</li> <li>3) Consider flexible or reduced work hours, if practical.</li> <li>4) Provide crisis counseling, if appropriate.</li> <li>5) Arrange for care packages.</li> <li>6) Arrange for medical support, if appropriate.</li> </ol>
<b>Damage Assessment</b>	<ol style="list-style-type: none"> <li>1) Separate damaged property from undamaged property.</li> <li>2) Take photos of or video tape the damage so you can account for all damage related costs.</li> <li>3) Take inventory of damaged goods (this can be done with insurance adjuster).</li> <li>4) Assess the value of damaged property.</li> <li>5) Assess the impact of business interruption.</li> <li>6) Keep damaged goods on hand for insurance adjuster.</li> </ol>
<b>Clean-up &amp; Salvage</b>	<ol style="list-style-type: none"> <li>1) Protect undamaged property and secure the property.</li> <li>2) Close up building openings.</li> <li>3) Remove smoke, water, and debris, ensuring best practice decontamination procedures. Consult local emergency management or State Dept. of Health agencies.).</li> <li>4) Protect equipment against moisture.</li> </ol>
<b>Operations Resumption</b>	<ol style="list-style-type: none"> <li>1) Coordinate power restoration with utility companies. Don't energize on your own or you could cause damage and injury.</li> <li>2) Restore sprinkler systems and other fire protection equipment.</li> <li>3) Restore equipment &amp; property for critical operations.</li> <li>4) Move backup power and equipment into place. This includes backup communication systems.</li> <li>5) Ensure personnel safety &amp; security.</li> <li>6) Conduct an employee briefing.</li> <li>7) Provide employees with Safety Data Sheets (SDS).</li> <li>8) Maintain contact with persons supported, customers, and suppliers.</li> </ol>



## Biological Hazards

Biological agents include bacteria, viruses, fungi, other microorganisms, and their associated toxins. They could adversely affect human health in a variety of ways, ranging from relatively mild, allergic reactions to serious medical conditions, even death. These organisms are widespread in the natural environment; they are found in water, soil, plants, and animals. Because many microbes reproduce rapidly and require minimal resources for survival, they are a potential danger in a wide variety of occupational settings.

This section provides a starting point for technical and regulatory information about some of the most virulent and prevalent biological agents. In some instances (i.e., bacterium, viruses, etc.) these biological agents could result in a pandemic situation. Pandemic is an epidemic of infectious disease that spreads through the human population across a large region.

**Anthrax**. Anthrax is an acute infectious disease caused by a spore-forming bacterium called *Bacillus anthracis*. It is generally acquired following contact with anthrax-infected animals or anthrax-contaminated animal products.

**LMC falls in the Green Zone category which means** workplaces where contamination with anthrax spores is unlikely. This zone covers most workplaces in the United States. Since October 2001, anthrax spores have been discovered only in a very limited number of workplaces. Since our workplace falls into the Green Zone, it is unlikely that specific measures to protect against anthrax exposure are necessary.

**Pandemic Flu**. Influenza (i.e., Avian, Swine-H1N1, etc.) are highly contagious viruses that can spread rapidly across a region.

**Symptoms range** from: fever, cough, sore throat, and muscle aches; vomiting, to diarrhea, eye infections (Avian), pneumonia and severe respiratory diseases and other severe and life-threatening complications. The symptoms of influenza may depend on which virus caused the infection and may be similar to those of seasonal human influenza.

### **General precautions for food processors and preparers:**

#### **AVIAN**

- Separate raw and cooked foods and use different chopping boards or utensils for each.
- Wash hands thoroughly (for 15-20 seconds) and frequently, preferably with soap and water after each handling of raw poultry products and eggs.
- Avoid touching your mouth, nose or eyes while handling raw poultry products.
- Cook all poultry products to a minimum temperature of 165°F throughout.
- After cooking poultry, place it on a clean plate or surface.

#### **SWINE**

- Cover your nose and mouth when you cough or sneeze and wash your hands frequently.
- Should severe symptoms, such as difficulty breathing, seek immediate medical attention.

- Masks may be recommended for direct care workers, family members and others who come in close contact with persons supported with the swine flu.
- It is safe to eat properly handled pork. Cook it to at least 160 degrees.

#### 2009 – Special note on Swine Flu (H1N1)

The spread of novel H1N1 virus is thought to occur in the same way that seasonal flu spreads. Flu viruses are spread mainly from person to person through coughing or sneezing by people with influenza. Sometimes people may become infected by touching something – such as a surface or object – with flu viruses on it and then touching their mouth or nose.

The symptoms of novel H1N1 flu virus in people include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills, and fatigue. A significant number of people who have been infected with this virus also have reported diarrhea and vomiting. Severe illnesses and death have occurred because of illness associated with this virus.

People infected with seasonal and novel H1N1 flu shed virus and may be able to infect others from 1 day before getting sick to 5 to 7 days after. This can be longer in some people, especially children and people with weakened immune systems and in people infected with the new H1N1 virus.

**Bloodborne Pathogens (BBPE) and Needlestick Prevention.** OSHA estimates that 5.6 million workers in the health care industry and related occupations are at risk of occupational exposure to bloodborne pathogens, including human immunodeficiency virus (HIV), hepatitis B virus (HBV), hepatitis C virus (HCV), and others.

**General precautions for BBPE,** use universal precautions as outlined the “Infection Disease Control” below and vaccination. Also see, “Environmental Concerns” section for additional details on BBPE.

As part of general precautions include avoiding recapping, bending, or clipping sharps. If you are stuck by a needle or other sharp, or get blood or other potentially infectious materials in your eyes, nose, mouth, or on broken skin:

1. Immediately flood the exposed area with water and clean any wound with soap and water or a skin disinfectant if available.
2. Report this immediately to your supervisor.
3. Contact the Safety Specialist and/or the Risk Specialist for immediate medical attention.

**Corona Virus.** There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans. Symptoms produced are fever, chills cough, shortness of breath/ difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea vomiting and diarrhea.

**Best Prevention** is to wear a mask, washing hands, social distancing of at least 6 feet apart.

**Foodborne Disease.** Foodborne illnesses are caused by viruses, bacteria, parasites, toxins, metals, and prions (microscopic protein particles). Symptoms range from mild gastroenteritis to life-threatening neurologic, hepatic, and renal syndromes.

**Symptoms** produced depend greatly on the type of microbe. Numerous organisms cause similar symptoms, especially diarrhea, abdominal cramps, and nausea.

**Simple precautions** can reduce the risk of foodborne disease such as cooking meat, poultry, and eggs thoroughly, don't cross-contaminate foods, refrigerate leftovers promptly, wash produce thoroughly. The symptoms produced depend greatly on the type of microbe. Numerous organisms cause similar symptoms, especially diarrhea, abdominal cramps, and nausea.

**Hantavirus.** Hantaviruses are transmitted to humans from the dried droppings, urine, or saliva of mice and rats. Animal laboratory workers and persons working in infested buildings are at increased risk of this disease.

**Symptoms of** hantavirus usually occur in two phases. During the first 3 to 7 days of illness, symptoms typically include fever; chills; headache; muscle pain in the shoulders, lower back, and thighs; nausea; vomiting; diarrhea; and dizziness.

**The best prevention** for rodent infestation and contact with rodents is to remove the food sources, water, and items that provide shelter for rodents.

**Legionnaires' Disease.** Legionnaires' disease is a bacterial disease commonly associated with water-based aerosols. It is often the result of poorly maintained air conditioning cooling towers and potable water systems.

**Symptoms include** fever, myalgia, cough, pneumonia, and Pontiac fever, a milder illness without pneumonia.

**Best prevention** for Legionnaires is improved design and maintenance of cooling towers and plumbing systems to limit the growth and spread of *Legionella* organisms.

**Molds and Fungi.** Molds and fungi produce and release millions of spores small enough to be air-, water-, or insect-borne which may have negative effects on human health including allergic reactions, asthma, and other respiratory problems.

**Symptoms include** nasal stuffiness, eye irritation, or wheezing.

**Best prevention** eliminates water damage, high humidity, or dampness.

**Plague.** The World Health Organization reports 1,000 to 3,000 cases of plague every year. A bioterrorist release of plague could result in a rapid spread of the pneumonic form of the disease, which could have devastating consequences (i.e. pneumonic, bubonic, and

septicemic).

**Symptoms include:**

Pneumonic – fever, headache, weakness, and rapidly developing pneumonia.

Bubonic develops swollen, tender lymph glands, fever, headache, chills, and weakness.

Septicemic – fever, chills, prostration, abdominal pain, shock, and bleeding into skull and other organs.

**Best prevention** moves away from the area, removing clothing (place in plastic bag), shower using large amounts of soap, sanitizing the environment, educating the public on how to prevent exposure, and using preventive antibiotics.

**Ricin.** Ricin is one of the most toxic and easily produced plant toxins. It has been used in the past as a bioterrorist weapon and remains a serious threat.

**Symptoms include:**

Inhalation – respiratory distress.

Ingestion – vomiting and diarrhea.

Skin/Eye – redness and pain.

**Best prevention** sanitizing the environment, educating the public on how to prevent exposure, and using preventive antibiotics.

**Severe Acute Respiratory Syndrome (SARS).** Severe acute respiratory syndrome (SARS) is an emerging, sometimes fatal, respiratory illness. According to the Centers for Disease Control and Prevention ([CDC](#)), the most recent human cases of SARS were reported in China in April 2004 and there is currently no known transmission anywhere in the world.

**Symptoms include** high fever, headache, an overall feeling of discomfort, and body aches.

**Best prevention** through decreasing epidemic spread through isolation

**Smallpox.** Smallpox is a highly contagious disease unique to humans. It is estimated that no more than 20 percent of the population has any immunity from previous vaccination.

**Symptoms include** flu-like symptoms, muscle pain, joint pain, multiple organ inflammation, skin eruptions, chickenpox-like skin rash.

**Best prevention** sanitizing the environment, educating the public on how to prevent exposure, and using preventive antibiotics.

**Tularemia.** Tularemia is also known as "rabbit fever" or "deer fly fever" and is extremely infectious. Relatively few bacteria are required to cause the disease, which is why it is an attractive weapon for use in bioterrorism.

**Symptoms include** fever, fatigue, and muscle aches.

**Best prevention** avoid bites by ticks and blood-feeding flies and avoid touching wild animal tissue.

[Viral Hemorrhagic Fevers \(VHFs\)](#). Along with smallpox, anthrax, plague, botulism, and tularemia, hemorrhagic fever viruses are among the six agents identified by the Centers for Disease Control and Prevention ([CDC](#)) as the most likely to be used as biological weapons. Many VHFs can cause severe, life-threatening disease with high fatality rates.

**Symptoms include** flu-like symptoms, muscle pain, joint pain, multiple organ inflammation, skin eruptions, chickenpox-like skin rash.

**Best prevention** vaccination.

## Bomb Threat

Bomb threats usually occur by telephone. Sometimes these calls are through a third party. Sometimes the threat is communicated in writing or by a recording.

The person receiving a bomb threat via telephone should follow the following procedures:

- Listen – Do not interrupt the caller. Try to remain calm and attempt to obtain as much information as possible. Keep the caller on the phone as long as possible. A second employee will call 911, meanwhile notifying the Supervisor on Duty.
- Inform the CEO and/or Executives.
- Call 911 and give your name, location, and telephone number and inform them of the situation including any information obtained from the caller.
- **DO NOT** move or cover any suspicious looking packages or objects. Do not touch or attempt to remove them. Report their location to the police.
- Do not turn on or off any electrical machine switches.
- If there appears to be imminent danger, the fire alarm should be activated for evacuation.
- If instructed to evacuate, move a safe distance away from the building (a minimum of 100 yards). Avoid parking lots as bombs might be placed in cars; rather gather on the lawn in a safe area.

The CEO and/or Leadership staff will ask:

- Coordinate activities of personnel to control the situation as necessitated by the emergency.
- Ensure that all persons supported, employees, and visitors have been evacuated from the involved area(s). Those not accounted for will be reported to emergency responders.
- Provide assistance to emergency responders as needed.
- No one should be allowed to return to the facility until emergency responders declare the area safe.

### Questions to Ask the Caller

When is the bomb going to explode?

Where is the bomb?

What does it look like?

What kind of bomb is it?  
What will cause it to explode?  
Did you place the bomb?  
Why did you place the bomb?  
Where are you calling from?  
What is your address?  
What is your name?

**In the Event of a Bomb Threat this call tree will be followed:**

The Supervisor on Duty will call the CEO and/or Executives.

### **Chemical Accident Inside Facility**

In the event of a chemical spill inside the facility:

- Incidental releases are small, isolated releases of chemicals, such as cleaning solvents, which do not present or have the potential to cause injuries or require evacuation other than from the immediate release area.
- Incidental spills can be cleaned up by employees who have received proper training under the OSHA Hazard Communication Standard 29 CFR 1910.1200 and have the proper safety equipment.
- Employees in the immediate release area should be evacuated following the Evacuation procedures in this Plan.
- Emergency releases are those incidents that involve large quantities of chemicals and/or have the potential to cause injuries.
  - In the event of an emergency release, pull the fire alarm to evacuate the building.
  - Confine the release by closing the door to the area.
  - Call 911 and inform the dispatcher of the nature of the problem and the exact location of the spill.
- No one is allowed to return to the building until the “all clear” has been given by emergency responders.

### **Chemical Accident Outside Facility - Shelter-In-Place**

In the event of a chemical emergency originating outside the facility, police or other governmental officials may announce via radio and television broadcasts of the need to “shelter-in-place.”

- “Shelter-in-place” means making a shelter out of the place you are in. Any special instructions provided by governmental authorities should be followed. In general, the following procedures should be followed:
- Each site should predetermine what rooms will be used as shelter-in-place rooms. The best room(s) to choose are interior rooms above the ground floor which have the fewest windows and vents. A windowless room is best.

**General Preparedness Information.** Designate an area as a shelter, depending on where you are at:

Corporate Office Admin Building:	Music Room, Dole Center bathrooms
School:	Nova Classrooms-, Time away room & bathrooms, Therapist Offices-Restrooms and Gym closets Best-bathroom, Cosmos Hallway
Training Center:	Bathrooms, Hallway
JOCO Adult Service Center:	Front Office-Copy Area, Suite C– Bathrooms, Suite D, E-Nursing office, and hallway
Lone Elm: Careers & More	Bathrooms
671 Somerset Terrace	Male bathroom
675 Somerset Terrace	Female bathroom
12038 S. Greenwood	Basement bathroom
1401 S. Montebello (Hartley)	Downstairs hallway/bathroom
18421 W/ 161 <sup>st</sup> Street (Hampton)	Downstairs hallway/bathroom
16136 S. Mahaffie Street	Downstairs hallway/bathroom
15691 S. Downing Court	Downstairs hallway/bathroom
Oak Ridge Park Apartments W. 152 <sup>nd</sup>	Terrace Pantry in apartment, bathroom
MICO Adult Service Center	Restrooms
4 Sunrise Circle	Long Main Hallway
Sunset	Hallway/ North-West bedroom Lower Level
306 N. East Street	Long Main Hallway
308 N. East Street	Laundry Room
1121 E. Peoria	Basement
1123 E. Peoria	Middle Hallway
Ursa/ HR Building	Basement Hallway/ bathroom
Supported Living	Bathroom
Valued Activities II	Mesa Basement Office
2 Sunrise Circle (Mesa)	Basement
5 Sunrise Circle (Prairie)	P2 Hallway
501 S. Hospital Drive, #400,	Medical Records Bathrooms/ Main Corridor

- Turn off ventilation system. Maintenance will need to be contacted to turn off the ventilation system for the School, Administration Building, Adult Services Building and Johnson County Service Center.
- The room(s) should have adequate space for everyone to be able to sit – providing at least 10 square feet per person sheltered is preferable.

If a shelter in place is advised, all individuals in the building will be notified that the agency is preparing to shelter in place and that all doors will be locked after 3 minutes. After that time, no one will be allowed to enter or leave the building until the “all clear” is announced.

- Employees, persons supported, volunteers, and visitors should go to the predetermined room(s).
- Staff should ensure that all assigned persons supported are accounted for.

- Management shall ensure that all employees and visitors have been accounted for.
- All windows and exterior doors to the building should be closed and locked.
- The Facilities Director should turn off all fans, heating, and air-conditioning systems.
- Staff should obtain emergency kits with the essential disaster supplies such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, tape, plastic sheeting, cell phones, and plastic garbage bags. In addition to the kits, each person supported will have a current emergency information sheet.

When the “all clear” is announced, all windows and doors should be opened. Maintenance shall turn on ventilation systems. All employees, residents, and visitors should go outside until the building’s air has been exchanged with the now clean outdoor air.

**In the Event of a Shelter-in-Place this call tree will be followed:**

The Supervisor on Duty, or designee, will:

1. Call the Facilities Director (telephone number on page 5)
2. Lock the facility within 3 minutes of notification.
3. Contact one of the following:
  - A. CEO (telephone number on page 5)
  - B. Risk Specialist (telephone number on page 4)
  - C. COO (telephone number on page 5)
  - D. CFO (telephone number on page 5)
  - E. VP of Children’s Services (telephone number on page 5)
  - F. VP of Adult Services (telephone number on page 5)

This person will:

- a. Contact CEO/COO for Media Relations.

<b>Earthquake</b>
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Earthquake preparedness:

Have disaster supplies on hand.

- Portable, battery-operated radio and extra batteries.
- First aid kit.
- Flashlight and extra batteries.

Check for hazards in the facility:

- Fasten shelves securely to walls. Place large or heavy objects on lower shelves. Store breakable items such as bottled foods and glass in low, closed cabinets with latches. Check overhead light fixtures to be secure.
- Hang heavy items such as pictures and mirrors away from desks, beds, couches, and anywhere people sit.
- Check electrical wiring and fuel connections for condition and being properly restrained.



- Store hazardous materials (e.g. weed killers, pesticides) and flammable products on bottom shelves in closed cabinets with latches, with cabinets securely attached to the wall or floor.
- Assess the storage and handling of hazardous materials (e.g. flammable liquids, oxidizers, toxic materials.) Consider potential tank leakage, pipe break, storage cabinet stability, etc. from the standpoint of improper restraint, overturning, as well as being struck by other equipment that may not be provided with seismic restraints.
- Assess the susceptibility of important process equipment, rack storage, fire protection equipment, and building structural elements to seismic damage.

Learn how and when to turn off electricity and water.

- At the onset of, or notification that an earthquake is imminent, notify supervisory staff & maintenance personnel.
- Maintenance personnel will turn off water and electricity for the duration of the earthquake.
- And will turn utilities back on after the event is over.

Discuss actions to take during an earthquake, and identify safe areas in each area:

**Indoors:**

- Stay away from where glass could shatter around windows, mirrors, pictures, or where heavy bookcases or other heavy furniture could fall over.
- Get under a piece of sturdy furniture such as a workbench or heavy table or desk.
- Use your arms to protect your head and neck.

**Outdoors:**

- Stay in the open, away from buildings, trees, streetlights, telephone and electrical lines, overpasses, or elevated expressways.

**Vehicles:**

- Stop quickly and stay in the vehicle.
- Once the shaking has stopped, proceed with caution. Avoid bridges or ramps that might have been damaged by the quake. Move to a clear area away from buildings, trees, overpasses, or utility wires.

Develop an emergency communication plan. In case you are with persons supported off-premises, contact the supervisor on duty and develop a plan for getting back together.

**During the Event:**

- In the event of an earthquake, staff members will instruct all persons supported to take cover under a sturdy structure, and assume a crouching position covering their heads, until the earthquake has ceased. Once persons supported have taken cover, staff members take cover as well.
- A good place to take cover would be in doorways and under desks.

- If the structure is damaged or has been compromised, then the supervisor will start the appropriate call tree and evacuate the building.

### ***After The Earthquake***

- Be prepared for aftershocks. Although smaller than the main shock, aftershocks cause additional damage and may bring weakened structures down. Aftershocks can occur in the first hours, days, weeks, or even months after the quake.
- Help injured or trapped persons. Give first aid when appropriate, but don't try to move the seriously injured unless they are in immediate danger of further injury. Call for help.
- Stay out of damaged buildings. Return only when authorities say it is safe.
- Check for gas leaks—if you smell gas or hear a blowing or hissing noise, open a window, and quickly leave the building. Turn off the gas at the outside main valve if you can and call the gas company. If you turn off the gas for any reason, it must be turned back on by a professional.
- Enforce "No Smoking" rules and curtail the use of heat or spark-producing equipment until it is determined that there are no flammable liquid or gas releases.
- Look for electrical system damage—If you see sparks or broken or frayed wires, or if you smell hot insulation, turn off the electricity at the main fuse box or circuit breaker. **DO NOT** step in water to get to the fuse box or circuit breaker, but rather, call maintenance.
- Use caution before turning on electricity where equipment may be damaged. Thoroughly inspect and test motors, electronics, and other electrical equipment before re-applying power.
- Check fire protection equipment such as fire extinguisher, alarm systems, kitchen hood systems, and sprinkler system to ensure it is in service.
- Inspect process and heating equipment (for example boilers and furnaces) carefully for damage. Unnoticed damage could lead to a fire.
- Open closet and cupboard doors cautiously. Clean up spilled liquids immediately. Leave the buildings if you smell gas or chemical fumes.
- Turn on the radio or television to get the latest emergency information.
- If water pipes are damaged, contact the water company and avoid using water from the tap for drinking or cooking.
- Use the telephone only for emergency calls.
- Take photographs of damage and maintain an itemized listing of materials and labor used to repair the property and restore operations. The COO/CFO will complete this process.
- The CFO will contact the Insurance Company for further direction and assistance.

## **Explosion**

If there is an explosion without warning:

- 1) **Immediately** take cover under tables, desks, and other objects, which will give protection against falling/flying glass or debris.
- 2) Pull the fire alarm and **EVACUATE** the building **after** the explosion is over. Do not run and avoid obvious hazards. Stay low under any smoke.

- 3) **ASSEMBLE** in the pre-designated areas. During an evacuation, staff must pay attention to the weather conditions, such as the wind speeds, direction, and temperatures. If the wind is blowing smoke or other toxic fumes in a certain direction staff should minimize any exposure to that area.

For re-location of persons supported and staff, follow the Evacuation/Re-Location procedures found in this Plan.

If you are trapped in debris:

- If possible, use a flashlight to signal your location to rescuers.
- Avoid unnecessary movements so that you don't kick up dust.
- Cover your nose and mouth if possible. Dense-woven cotton material can act as a good filter. Try to breathe through the material.
- Tap on a pipe or wall so that rescuers can hear where you are.
- If possible, use a whistle to signal rescuers.
- Shouting only as a last resort. Shouting can cause the inhalation of dangerous amounts of dust.

**In the Event of an Explosion Without Warning this call tree will be followed:**

The Supervisor on Duty, or designated staff, will be responsible for notifying the following:

1. 911
2. Risk Specialist (telephone number on page 4)
3. Contact one of the following Executive Team members:
  - A. COO (telephone number on page 5)
  - B. CEO (telephone number on page 5)
  - C. CFO (telephone number on page 5)
  - D. VP Children's Services (telephone number on page 5)
  - E. VP Adult's Services (telephone number on page 5)

The Executive Team member will:

- Identify an alternate location:
  - Initially, other non-damaged LMC sites.
  - Secondary, call to USD-368 Superintendent (913-294-8000) if the school is involved,
  - Tertiary, if necessary, call the Red Cross.
- Inform CEO / President of the incident, if not already informed, and implement further directives from the CEO, also regarding media relations.
- Contact CEO/COO for Media Relations.
- Contact the Risk Specialist to provide updated information.
- Contact appropriate program leadership staff to activate evacuation of persons supported to new location(s).

<b>Fire</b>
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**During a Drill:**

- In the event of a drill the following steps will take place

- A staff member will instruct all the persons supported to move to the outside designated area. Staff and persons supported must exit within three (3) minutes. In the event, there is a clinical issue (i.e., person supported refused to leave the house for the drill) it must be documented on the drill report. For example, *Craig Center has a child that refuses to leave the house for the drill. In this case, the ratio is 1:4 and the staff member cannot leave the one and take out the remaining three persons supported, so a clinical event would be reported which involved five people (1 staff and four children).*
- A second staff member will survey additional rooms for missing persons supported and close doors/partitions to prevent the spread of fire.
- Staff will bring appropriate documentation, as able to, to the collective meeting place to ensure that the necessary persons supported information is available.
- The drills will be done randomly every month to include **one** drill per shift per residential property for a total of **three** recorded drills per location. All other locations not considered residential properties must conduct one recorded drill every month.
- Each area must complete and submit an Emergency Drill Record form to the Risk Management Forms in the employee portal. Risk/Safety Management Team will evaluate and document the evacuation, time, and challenges. The team will provide Program Administrators and/or Coordinators with recommendations and directions for areas of improvement.

#### **Before the Event:**

- Conduct monthly safety audits to check the condition of fire extinguishers, emergency lights, and other life safety equipment.
- Complete quarterly inspections to check for proper operation of sprinkler systems and fire protection water supplies, including sprinkler control valves in the fully open position.
- Provide training and proper use of manual fire alarm stations and fire extinguishers, etc.
- Coordinate annual inspections with emergency personnel to review the buildings' safety conditions, to become aware of general layout, special hazards, emergency fuel shutoffs and power disconnects, and fire protection equipment, etc.

#### **During the Event:**

- LMC will follow the R-A-C-E Formula.
  - Rescue the person in the immediate fire area that is in danger of being burned or suffocated. The rest of the unit or area will be moved immediately away from the fire.
  - Alarm- pull the nearest fire alarm box.
  - Contain by closing doors, windows, or other compartmentalization that can safely be reached; so that smoke and flame cannot spread to other areas.
  - Extinguish the fire as a last resort by throwing a container of liquid, smothering it with a blanket, or using the nearest fire extinguisher.

Staff will bring appropriate documentation, as able to, to the collective meeting place to ensure that the necessary persons supported information is available.

**The following should be done only where there is no risk of injury to employees:**

- Use fire extinguishers where trained to do so. Use the P-A-S-S method.  
**P**ull the pin.  
**A**im at the base of the fire, approximately 6-8ft away.  
**S**queeze the handle, and  
**S**weep side-to-side.  
Only attempt to extinguish when it is:
  1. safe,
  2. there is an escape route behind you, and
  3. someone is available to assist.

**After the Event:**

- Establish a fire watch (Include fire watch log/form) to ensure that the fire does not rekindle, to give prompt alarm in the event it does, and to otherwise ensure that the property remains secure.
- Use caution before turning on electricity where equipment may be damaged or moisture laden.
- Make temporary repairs to the structure and property to prevent further damage.
- Cover machinery, equipment or materials which may be exposed to the elements.
- Restore fire protection equipment such as fire extinguishers, alarm systems, and sprinkler systems to a state of readiness.
- Take pictures of the damage—both to the building and its contents—for insurance purposes. The Program Administrator will complete this process.
- The CFO will contact the Insurance Company for further direction and assistance.

**In the Event of a Fire this call tree will be followed:**

The Supervisor on Duty, or designated staff, will be responsible for notifying the following:

1. 911
2. Risk Specialist (telephone number on page 4)
3. Contact one of the following Executives Team members:
  - A. COO (telephone number on page 5)
  - B. CEO (telephone number on page 5)
  - C. CFO (telephone number on page 5)
  - D. D. VP Children’s Services (telephone number on page 5)
  - E. E. VP Adult’s Services (telephone number on page 5)

The Executive Team member will:

- a. Identify an alternate location:
  - i. Initially, other non-damaged LMC sites.
  - ii. Secondary, call to USD-368 Superintendent (913-294-8000) if the school is

- involved,
- iii. Tertiary, a call to the Red Cross.
  - b. Inform CEO / President of the incident, if not already informed, and implement further directives from the CEO, also regarding media relations.
  - c. Contact CEO/COO for Media Relations.
  - d. Contact the Risk Specialist to provide updated information.
  - e. Contact appropriate program management staff to activate evacuation of persons supported to new location(s).

## Flood

### Flood Advisories

**A Flood Watch** indicates that flood conditions are a real possibility, usually expected within 24-36 hours. Listen for additional advisories and be prepared to act.

**A Flood Warning** is issued within 24 hours before flood conditions are expected.

### Flood Preparedness

As unusual as it may seem, in addition to water, fire is one of the more serious exposures to loss during and following a flood. Flood waters may displace lighter-than-water flammable and combustible liquids from buried and above-ground tanks and float them near a facility. Short-circuiting electrical equipment may provide a ready ignition source. Fire department response may be impossible due to high waters and flooded roads.

### Outside the Building(s):

- If heavy rains are predicted, check roof drains and down spouts to ensure that they are clear to help prevent water leakage or roof collapse.
- As practical, use sandbags to protect doorways, low windows, or other openings. (If any fire exits are to be covered, the building must be evacuated first.)

### Inside the Building(s):

- Where provided, maintenance will check for proper operation of check valves on underground sewer or drainage lines to prevent flood waters from backing up into the building.
- Move important records and papers to a secure location. Back-ups of important computer records should be current and kept in a secure location - preferably off-site and in a flood-safe area.
- Elevate electrical equipment as practical and disconnect electrical power to non-essential equipment susceptible to power surges, or where water in-leakage or flooding may cause equipment damage or electrocution.
- Move hazardous materials (e.g. flammable liquids, oxidizers, toxic materials) from flood-susceptible floors.
- Check the operation of sump pumps for proper operation.
- Fill fuel tanks for those vehicles which will be needed for emergency operations or evacuation.
- Fixed fire protection equipment should be checked and kept in service to the greatest degree possible during a flood.

### **During the Event:**

- In the event of a flood, staff members on the lower level will move the persons supported to the second floor by using the staircase, as applicable.
- If the lower level begins to retain water, then please await instructions to relocate to another area.

### ***After The Flood***

One of the biggest errors following a flood loss is to restore power to equipment before thoroughly assessing its condition. Motors, electrical equipment, and electronics may look fine but be filled with moisture or debris, which will cause destruction as soon as power is re-applied to it. Also, remember that there may be flammable and combustible liquids or vapors present in areas not expected due to being floated in by floodwaters.

- Enforce "No Smoking" rules and curtail the use of heat or spark-producing equipment until it is determined that there are no flammable liquid or gas releases.
- Use caution before turning on electricity where equipment may be damaged or moisture-laden. Thoroughly inspect and test motors, electronics, and other electrical equipment before re-applying power.
- Use caution in opening fuel control valves - check to ensure that piping and equipment is intact, properly supported and not leaking.
- Check fire protection equipment such as fire extinguisher, alarm systems, kitchen hood systems, and sprinkler system to ensure it is in service.
- Take pictures of the damage—both to the building and its contents—for insurance purposes. The COO and/or CFO will complete this process.
- The CFO will contact the Insurance Company for further direction and assistance.

### **In the Event of a Flood this call tree will be followed:**

The Supervisor on Duty, or designated staff, will be responsible for notifying the following:

1. 911
2. Risk Specialist (telephone number on page 4)
3. Contact one of the following Executive Team members:
  - A. COO (telephone number on page 5)
  - B. CEO (telephone number on page 5)
  - C. CFO (telephone number on page 5)
  - D. VP Children's Services (telephone number on page 5)
  - E. VP Adult's Services (telephone number on page 5)

The Executive Team member will:

- Identify an alternate location:
  - i. Initially, other non-damaged LMC sites.
  - ii. Secondary, call to USD-368 Superintendent (913-294-8000) if the school is involved,
  - iii. Tertiary, if necessary, call the Red Cross.
- Inform CEO / President of the incident, if not already informed, and implement further directives from the CEO, also regarding media relations.
- Contact CEO/COO for Media Relations.

- Contact the Risk Specialist to provide updated information.
- Contact appropriate program management staff to activate evacuation of persons supported to new location(s).

## Gas Leak

Pipes or appliances powered by natural gas can develop leaks indoors or outdoors. Small gas leaks may not have a smell or other physical signs. However, it's important to be able to identify a gas leak, if you detect any of the following signs there may be a gas leak:

- The smell of rotten eggs or sulfur.
- Hissing/whistling sounds near a gas line.
- White cloud or dust cloud near a gas line.
- Bubbles in water
- Damaged or exposed gas pipe.
- Dead or dying vegetation/plants.
- A damaged connection to a gas appliance.

If a gas leak is suspected, evacuate all people from the building, leaving doors and windows open if possible, and call 911 and the utility company. **DO NOT** make the call from within the building, this could ignite the gas. Notify your supervisor and the facilities/maintenance team.

In the event of a gas leak or suspected gas leak, **NEVER**:

- Use a phone or use light switches or appliances in a building with potential leak.
- Use lighters, candles, matches, or other sources of ignition.
- Search for the source of the leak or try to repair the leak, leave that to the professionals.
- Close doors and windows.

**During an evacuation, staff must pay attention to the weather conditions, such as the wind speeds, direction, and temperatures. If the wind is blowing smoke or other toxic fumes in a certain direction staff should minimize any exposure to that area.**

## Inclement Weather

### Freezing Rain

Rain that freezes when it hits the ground creates a coating of ice on roads, walkways, trees, and power lines.

### Sleet

Rain that turns to ice pellets before reaching the ground. Sleet also causes moisture on roads to freeze and become slippery.

### Winter Storm Watch

A winter storm is possible in the area. Tune into local weather radio stations, national radio, or television for more information.



**Winter Storm Warning-** A winter storm is occurring or will soon occur in your area.

**Frost/Freeze Warning**

Below freezing temperatures are expected.

**Blizzard Warning**

Sustained winds or frequent gusts to 35 miles per hour or greater and considerable amounts of falling or blowing snow (reducing visibility to less than a quarter mile) are expected to prevail for a period of three hours or longer.

**Staff should prepare for winter storms and extreme cold by listening to the radio, television, or weather radios for weather reports and emergency information, and base decisions on this information.**

**If a storm is projected in your area, ensure that you plan for the storm accordingly (before the storm gets to you). If the storm is there, stay inside.**

- If you must travel (Drive only if it is necessary) do so during daylight. Don't travel alone. Stay on main roads and tell others about your route and schedule.
- If severe weather is currently happening at the time of departure to day services, stay at your current location until it is deemed safe to proceed. On-call supervisors will provide further direction.
- During day services, if local schools are cancelled, all outings are cancelled for the day.
- If severe weather is present during day service hours, individuals residing with Lakemary may be transported home early to ensure safe arrival to those environments. Day service staff may assist in this process (if there is adequate coverage of day services for non-Lakemary participants) until residential staff are in place to support individuals at those locations.
- It is expected that case managers, campus coaches and office staff (other than receptionists) would go to locations needing support to ensure the safety of persons supported at those locations.

**If you are without heat:**

- Contact maintenance.
- Close off unneeded rooms.
- Stuff towels in cracks under doors,
- Cover windows at night.
- Houses may be combined to one location to ensure multiple staffing and consolidation of supplies.
- Stay nourished: Eat food to provide your body with energy so it can produce its own heat. Also, keep your body replenished with fluids to prevent dehydration.
- Learn how to shut off water valves (in case a pipe bursts).
- Keep a fire extinguisher on hand in case of fire.

**Be prepared with the following:**

- Foods that do not require refrigeration.

- Foods that do not require cooking or use very little water.
- Ready-to-eat canned meats, fruits, and vegetables.
- Canned juices, milk, soups
- High-energy foods –peanut butter, jelly, crackers, granola bars, and trail mix.
- Foods for persons on special diets

**Water:**

- You should have a gallon of drinking water per person per day for at least 3 days. You may also want to fill up the bathtubs to flush the toilet with. Have extra gallons of water for Hygiene and brushing teeth.

**Other items to have:**

- Traveling med file
- Battery powered weather radio.
- Know where all your flashlights and batteries are located.
- Charged cell phone.
- Blankets/sleeping bags.
- Manual can opener
- Tool kit
- Clothing for each person for each day, extra shoes
- Puzzles, board games, deck of cards, books
- Ice melt.
- Sand for improving traction.
- Snow shovels
- Medication
- First-aid supplies
- Hygiene Items
- Toilet paper
- Duct tape.
- Space heater
- Fire extinguisher and smoke detector.

**Dress for the Weather**

**Before taking persons supported out of the environment, ensure the following:**

- Wear several layers of loose-fitting, lightweight, warm clothing rather than one layer of heavy clothing. The outer garments should be tightly woven and water-repellent.
- Wear mittens if available, which are warmer than gloves, gloves are better than nothing.
- Wear a hat.
- Cover your mouth with a scarf to protect your lungs.

**If you are outdoors**

- Avoid overexertion when shoveling snow.
- Keep dry – change wet clothing frequently to prevent a loss of body heat. Wet clothing loses all its insulating value and transmits heat rapidly.

- Watch for signs of frostbite – These include loss of feeling and white or pale appearance in extremities such as fingers, toes, ear lobes, and the tip of the nose. If symptoms are detected get medical help immediately.
- Watch for signs of hypothermia – These include uncontrollable shivering, memory loss, disorientation, incoherence, slurred speech, drowsiness, and apparent exhaustion.

**If symptoms of hypothermia are detected:**

- Get the victim to a warm location.
- Remove wet clothing.
- Put the person in dry clothing and wrap their entire body in a blanket.
- Warm the center of the body first.
- Give warm, non-alcoholic, or non-caffeinated beverages if the victim is conscious.
- Get medical help as soon as possible.

**If blizzard traps you in the car:**

- Pull off the highway and turn on hazards and tie a bold colored piece of material to your antenna.
- Remain in your vehicle where rescuers are most likely to find you.
- Run the engine and heater for about 10 minutes each hour to keep warm. Open a downwind window slightly for ventilation and ensure the exhaust pipe is clear from snow.
- Keep your bodies moving to maintain heat, you can also cover up with maps, and floor mats etc. to hold in heat.
- Turn on the dome light when you run the engine at night so that work crews will see you.

**After inclement weather has subsided and it is safe:**

- Look for any damage that may have occurred to your home and make sure the water pipes are functioning. Wait for streets and roads to be plowed before you drive anywhere.
- Check on neighbors to see if they need help.
- Pace yourself and rest frequently when shoveling snow – don't overexert. Shoveling causes many heart attacks, especially in very cold temperatures.

## **Personal Emergency**

In the event of a personal medical emergency involving a person served, employee, volunteer, or visitor, remain calm, and keep the victim warm and comfortable and stay with him/her. Call for help from the nursing office or call 911 if necessary. Assess each situation as a case-by-case scenario and remember First Aid/CPR training steps.

## **Power Outage**

In the event of a power outage, the following procedures should be followed:

- Notify the Facilities Director and the COO immediately.
- Determine whether the power is off to just certain areas or if the power is off to the entire building by checking whether any lights are working in the building.
- The Facilities Director or the COO should contact the power company to determine, if possible, the duration of the outage.
- If the outage is expected to last four hours or more, a staff member must be identified for each location as the Fire Watch personnel. This person would walk the area monitoring for fire.
- If the outage is expected to last more than six hours or if the length of the outage cannot be determined, the Facilities Director or the COO should notify the appropriate coordinators. Locate flashlights. Do not flush toilets and do not open refrigerators or freezers.
- If the power outage is expected to last for more than 24 hours, the coordinators will consult with the Facilities Director and the COO to determine the necessity for evacuation to another location.
- If it is decided to move to another location, the Evacuation procedures in this Plan should be followed.

**In the Event of a Power Outage, this call tree will be followed:**

The Supervisor on Duty, or designee, will be responsible to notify the following:

- Facilities Director
- Contact the electric company.
- Contact on-duty campus coach or on-call Adult Services Team Leader.

## **Respiratory Virus**

If an employee is sick with a respiratory virus, the CDC recommends:

1. Stay home and away from others.
2. Do not return to work:
  - a. until you are seen by a provider and receive further guidance if needed
  - b. are fever free for at least 24 hours without the use of a fever-reducing medication
  - c. are without body aches for at least 24 hours without the use of a pain-reducing medication
3. Once you are able to resume normal activities, it is recommended to wear a well-fitting mask and keep your distance from others for 5 days. (CDC, 2024)

Though not all illnesses are respiratory and not all respiratory illnesses act alike, following these guidelines can help others avoid getting sick. Additional interventions to limit the spread of illness is to cover coughs, distance from others, stay home when ill, use a mask, immunizations, see your doctor for intervention, and wash your hands.

Our people remain at high risk for any illness, please do your part by staying home if you are ill and see your doctor if needed.

Please notify your supervisor if you are ill and provide Human Resources with your physician's notes if applicable. We ask that you follow the CDC recommendations for any respiratory illness.

## **Suspicious Package or Envelope Identification and Handling**

Anthrax is a bacterium which naturally occurs in cattle, sheep, and other hoofed animals and is considered a potential biological weapon. Any employee who is responsible for incoming mail should maintain an awareness of the possibility of a letter or package containing anthrax or other dangerous germs.

All employees who handle incoming mail shall be trained in identifying and handling suspicious packages and envelopes. The Centers for Disease Control and Prevention (CDC) has identified the following as characteristics of suspicious packages and envelopes:

Inappropriate or unusual labeling:

- Handwritten or poorly typed addresses.
- Strange return address or no return address.
- Excessive postage.
- Misspellings of common words.
- Incorrect titles or titles without a name.
- Not addressed to a specific person.
- Marked with restrictions such as "Confidential", "Personal" or "Do Not x-ray".
- Marked with any threatening language.
- Postmarked from a city or state that does not match the return address.

Appearance:

- Powdery substance can be felt through or appearing on the package or envelope.
- Oil stains, discolorations, or odor.
- Lopsided or uneven envelope.
- Excessive packing material such as string, masking tape, etc.

Other suspicious signs:

- Excessive weight.
- Ticking sound.
- Protruding wires or aluminum foil.

An employee who receives a suspicious envelope or package should follow these procedures for the **unopened package**:

- **DO NOT** open a package or envelope that appears suspicious.
- **DO NOT** shake or empty the contents of any suspicious package or envelope.
- Put the package or envelope down on a stable surface; do not sniff, touch, taste, or look closely at it or at any contents which might have spilled.
- Do not carry the package or envelope, show it to others, or allow others to examine it.

- Contact his/her supervisor and call 911. Tell the 911 operator that a suspicious envelope or package has been received.
- Alert others in the area about the suspicious package or envelope. Leave the area, close any doors, and take actions to prevent others from entering the area.
- Contact Maintenance to shut down the ventilation system, if possible. Wash hands with soap and water to prevent spreading potentially infectious material to face or skin.
- If possible, create a list of people who were in the room with the suspicious letter or package as well as a list of others who may have handled the letter or package. These lists should be provided to law enforcement and public health authorities for medical follow-up and further investigation.

If an employee opens a letter or package that claims to have been contaminated with anthrax but there is no substance seen or felt in the envelope or package, the employee should:

- call 911 and explain to the operator that the letter or package claims to have contained anthrax but saw no substance.
- leave the letter or package in his/her work area.
- stay in his/her work area and await the arrival of the first officer. (no one should be allowed to leave or enter the work area).
- not touch or rub his/her mouth, nose, or eyes with his/her hand(s).
- call maintenance to shut down the ventilation system to the employee's work area, if possible.
- await further instructions from emergency responders.

If an employee opens a letter or package that claims to have been contaminated with anthrax and which contains a substance, the employee should:

- call 911 and explain to the operator that the letter or package claims to have contained anthrax and there was a visible substance.
- leave the letter or package in his/her work area; **DO NOT** try to clean up the powder. **Cover** the spilled contents immediately with anything and do not remove the cover.
- notify his/her supervisor.
- stay in his/her work area and await the arrival of the first officer. (no one should be allowed to leave or enter the work area).
- not touch or rub his/her mouth, nose, or eyes with his/her hand(s).
- call maintenance to shut down the ventilation system in the employee's work area, if possible.
- await further instructions from emergency responders.

If law enforcement/public health officials determine that the building must be evacuated and the persons supported re-located, the Evacuation/Relocation procedures should be followed.

## Terrorism

Terrorism includes any act that is carried out or threatened to be carried out for the purpose of creating chaos, confusion, mayhem, or injuries for personal reasons or political reasons. These acts may be carried out or threatened by a group or by individual people and may be against people or property. Forms of terrorism include bomb threats, the use of biological weapons (bioterrorism), and the use of chemical agents.

Bioterrorism is the intentional use of bacteria, viruses, or other organic substances against civilians, whether directly or indirectly, for the purpose of influencing the conduct of government or to intimidate or coerce a civilian population.

**Any employee who is responsible for incoming mail should maintain an awareness of the possibility of an envelope or package containing anthrax or other dangerous germs. Employees who handle envelopes and packages should follow the specific emergency procedures in this plan for identifying and handling suspicious packages and envelopes.**

Chemical agents are poisonous gases, liquids, or solids that have toxic effects on people, animals, or plants. The severity of the injury depends on the type and amount of the chemical agent used and the duration of exposure.

If a chemical agent attack occurred, authorities would instruct citizens to either shelter-in-place or to evacuate immediately. Do not leave your shelter or re-enter an evacuated area until local emergency officials have advised the area is safe to re-enter.

## Thunderstorm

**Severe Weather Watch:** Tells you when and where severe thunderstorms are likely to occur. Watch the sky and stay tuned to know when warnings are issued.

**Severe Weather Warning:** Issued when severe weather has been reported by spotters or indicated by radar. Warnings indicate imminent danger to life and property to those in the path of the storm.

- Once the threat of a severe weather / thunderstorm has passed then announce an “All clear”; unless during administration hours then administrative assistance personnel will announce all clear.

### **Severe Weather/Thunderstorm Preparedness**

#### **Lightning Safety Rules**

- Postpone outdoor activities if thunderstorms are imminent. This is your best way to avoid being caught in a dangerous situation.
- Move to a sturdy building or car. Do not take shelter in small sheds, under isolated trees, or in convertible automobiles. Stay away from tall objects such as towers, fences, telephone poles, and power lines.
- If lightning is occurring and a sturdy shelter is not available, get inside a hard top automobile and keep the windows up. Avoid touching any metal.
- Utility lines and metal pipes can conduct electricity. Unplug appliances not necessary for obtaining weather information.
- Avoid using the telephone or any electrical appliances. Use phones ONLY in an emergency.
- Do not take a bath or shower during a thunderstorm.

## If Caught Outdoors and No Shelter is Nearby

- Find a low spot away from trees, fences, and poles. Make sure the place you pick is not subject to flooding.
- If you are in the woods, take shelter under the shorter trees.
- If you feel your skin tingle or your hair stand on end, squat low to the ground on the balls of your feet. Place your hands over your ears and your head between your knees. Make yourself the smallest target possible and minimize your contact with the ground. DO NOT lie down.
- If you are swimming, get to land and find shelter immediately!

Have disaster supplies on hand such as:

- ⇒ Flashlight and extra batteries.
- ⇒ Portable, battery-operated radio and extra batteries.
- ⇒ First aid kit.
- Develop an emergency communication plan. In case you are with persons supported off-premises, contact the supervisor on duty and develop a plan for getting back together.
- See the guidance given in the “Tornado Preparedness and Property Restoration” checklist, as many of the precautions listed also pertain to Severe Weather preparedness.

## Tornado

**Tornado Watch:** A tornado watch is issued by the National Weather Service when tornadoes are possible in your area. This is the time to remind individuals where the safest places within the structure are located and listen to the radio or television for further developments.

**Tornado Warning:** A tornado warning is issued when a tornado has been sighted or indicated by weather radar.

**General Preparedness Information.** Designate an area as a shelter, depending on where you are at:

Corporate Office A Building

Music Room, Best-bathroom, Cosmos Hallway, Nova Classrooms-, Time away room & bathrooms, Dole Center bathrooms, Therapist Offices-Restrooms and Gym closets.

Training Center:

Bathrooms, Hallway

JOCO Adult Service Center:

Front Office Copy Area, Suite C – Bathrooms, Suite D/E- Nursing office/ hallway.

Lone Elm: Careers & More

Bathrooms

671 Somerset Terrace

Male bathroom

675 Somerset Terrace

Female bathroom

12038 S. Greenwood

Basement bathroom

1401 S. Montebello (Hartley)

Downstairs hallway/bathroom

18421 W/ 161<sup>st</sup> Street (Hampton)

Downstairs hallway/bathroom

16136 S. Mahaffie Street

Downstairs hallway/bathroom



15691 S. Downing Court	Downstairs hallway/bathroom
Oak Ridge Park Apartments – W. 152 <sup>nd</sup> Ter.	Pantry in apartment
MICO Adult Service Center	Restrooms
4 Sunrise Circle	Long Main Hallway
Sunset	Hallway/ North-West bedroom Lower Level
306 N. East Street	Long Main Hallway
308 N. East Street	Laundry Room
1121 E. Peoria	Basement
1123 E. Peoria	Middle Hallway
Ursa/ HR Center	Basement bathroom
Supported Living	Bathroom
Valued Activities II	Mesa Basement Storage room
2 Sunrise Circle (Mesa)	Basement Storage room
5 Sunrise Circle (Prairie)	P2 Hallway
100 Lakemary (Clemens)	Z1 Back Hallway
100 Lakemary (Brotherton)	Z1 Back Hallway
100 Lakemary (Craig Center)	Central Hallway between Zone 3 & Relaxation Room
501 S. Hospital Drive, #400,	Medical Records – Bathroom/ Main Corridor
100 Lakemary Drive (Kirk Davis Center)	Zone Bathrooms and shower rooms- staff bathrooms

- Commercial Buildings: A tornado could occur while on an outing. In choosing a shelter for commercial buildings, consider the basement, or if there is not a basement, an inside hallway at the lowest level. Avoid places with wide-span roofs such as auditoriums, cafeterias, large hallways, or shopping malls. In many cases, the retailer will direct their patrons to a safe zone, and staff should follow their instructions.
- Car: Never try to out-drive a tornado in a vehicle. Tornadoes can change direction quickly and can lift a vehicle and toss it through the air. Consider leaving the car immediately and taking shelter in a nearby building. If there is no time to get indoors, consider getting out of the car and lying in a ditch or low-lying area away from the vehicle. Be aware of the potential for flooding.
- Outdoors: If you are caught outdoors when a tornado is approaching, if possible, get inside a substantial building. If shelter is not available or there is no time to get indoors, lie in a ditch or low-lying area or crouch near a strong building. Be aware of the potential for flooding. Use your arms to protect your head and neck.
- Have disaster supplies on hand.
  - Flashlight and extra batteries.
  - Portable, battery-operated radio and extra batteries.
  - First aid kit
- Know the difference between a “tornado watch” and a “tornado warning”.
- Know the warning signs that a tornado may be approaching.
  - An approaching cloud of debris can mark the location of a tornado even if a funnel is not visible.
  - Before a tornado hits, the wind may die down and the air may become very still.
  - Tornadoes generally occur near the trailing edge of a thunderstorm. It is not uncommon to see clear, sunlit skies behind a tornado.
- Discuss actions to take during a tornado:
  - Stay away from the windows.

- Get on knees facing wall, crouched down with head tucked down, and arms crossed over the head.
- Develop an emergency communication plan. In case you are with persons supported off-premises, contact the supervisor on duty and develop a plan for getting back together.

### ***Tornado Preparedness***

#### **During the Drill:**

- During the drill an announcement will be made stating that a tornado drill is taking place. If after administration hours, on-duty staff will call each program area and alert them of the drill.
- Staff will instruct people where to go within their respective environments. Staff members will assist persons supported to the tornado safe zone.
- The drills will be done randomly every month to include **one** drill per shift per residential property for a total of **three** recorded drills per location. All other locations not considered residential properties must conduct one recorded drill every month.
- Each area must complete and submit an Emergency Drill Record form to the Risk Management Forms in the employee portal. Risk/Safety Management Team will evaluate and document the evacuation, time, and challenges. The team will provide Program Administrators and/or Coordinators with recommendations and directions for areas of improvement.

#### **During the Event the Supervisor on Duty and/or Shift Coordinator:**

- If the weather radio alerts in our area that a tornado warning is in effect, then an announcement will be made to everyone to proceed to the designated storm shelter. A weather radio is in each residence and program area.
  - If an announcement is made during administration hours and/or the alert sirens are activated, all staff, persons supported, and visitors will proceed to the designated storm shelter.
- Will take the portable severe weather kit which includes a weather radio, flashlight, and batteries.
- Will instruct the persons supported, visitors, and personnel on how to position themselves in the designated storm shelter, which is on the knees facing the wall, crouched down with head tucked down, and arms crossed over the head.
- Once the threat of a tornado has passed then announce an “All clear” or during administration hours administrative assistance personnel will announce “All clear.”
- If the facility has been hit or damaged by the tornado then follow the proper call tree to take necessary actions.

### ***After The Tornado***

- Give first aid when appropriate, but don't try to move the seriously injured unless they are in immediate danger of further injury. Call for help.
- Stay out of damaged buildings. Return only when authorities say it is safe.
- Check for gas leaks—If you smell gas or hear a blowing or hissing noise, open a window, and quickly leave the building. Call the gas company and **do not** attempt to turn off the gas.
- Look for electrical system damage—if you see sparks or broken or frayed wires, or if you smell hot insulation, turn off the electricity at the main fuse box or circuit breaker. If you

must step in water to get to the fuse box or circuit breaker, do not do so, but rather, call maintenance and the electrical company.

- Clean up spilled medicines, or other flammable liquids immediately. Leave the building if you smell gas or chemical fumes.
- Turn on the radio or television to get the latest emergency information, including the possibility of more storms.
- If water pipes are damaged, contact maintenance and avoid using water from the tap for drinking or cooking.
- Use the telephone only for emergency calls.
- Take pictures of the damage—both to the building and its contents—for insurance purposes. The Program Administrator and/or Coordinator will complete this process.
- The CFO will contact the Insurance Company for further direction and assistance.

**In the Event of a Tornado this call tree will be followed:**

The Supervisor on Duty, or designated staff, will be responsible for notifying the following:

1. 911
2. Risk Specialist (telephone number on page 4)
3. Contact one of the following Executive Team members:
  - A. COO (telephone number on page 5)
  - B. CEO (telephone number on page 5)
  - C. CFO (telephone number on page 5)
  - D. VP Children’s Services (telephone number on page 5)
  - E. VP Adult’s Services (telephone number on page 5)

The Executive Team member will:

- a. Identify an alternate location:
  - i. Initially, other non-damaged LMC sites.
  - ii. Secondary, call to USD-368 Superintendent (913-294-8000) if the school is involved,
  - iii. Tertiary, if necessary, call the Red Cross.
- b. Inform CEO / President of the incident, if not already informed, and implement further directives from the CEO, also regarding media relations.
- c. Contact CEO/COO for Media Relations.
- d. Contact the Risk Specialist to provide updated information.
- e. Contact appropriate program management staff to activate evacuation of persons supported to new location(s).

**Violence or Intruders**

- In the event a person is discovered within the facility and has no reason to be there, then they should be escorted off the property.
- If anyone on the property possesses a weapon but is not a threat, then they should be asked to remove the weapon off grounds.

- If the person does not comply, and there is risk of **imminent** danger, have someone call 911 and announce in plain language of the incident that is occurring. Example:  
***“Person with a gun in the lobby, shots fired.”***
- If a verbal announcement is unable to be made, then staff can page on an alternate phone by announcing on the intercom line and following the protocol in the previous step. The announcement will not be heard in all environments such as the adult residences; therefore, staff should use any additional lines of communication to disseminate the information (i.e. cell phone, computers, social media etc.)
- Lakemary has adopted the “ALICE” response plan to aid you in your response should this type of incident occur. “ALICE” is an acronym for steps that can be utilized to increase your chances of surviving a violent attack. It is not a sequential process that must be followed. Each staff member should decide the appropriate action that will increase the chances of survival.
- **Alert-** Announcement, Gunfire, Witness  
**Lockdown-** Lock the door, lights off, cover windows, barricade the door with objects.  
**Inform-** Continuation of alert using any means necessary of real time information (who, what when where, how etc.).  
**Counter-** If confronted by the attacker, engage in acts that will disrupt/ stop them. Use objects as a weapon. Take down the attacker as a group effort. Secure weapons away from the attacker if safe to do so.  
**Evacuate-** Leave the building if safe. Reunite in a safe alternate location. Do not use vehicles to evacuate but as cover instead as you distance yourself from the building.

**In the Event of Violence or Intruders this call tree will be followed:**

The CEO or designee will contact:

- a. Media Relations
- b. USD-368 Superintendent if school is involved in the event.

<p><b>Water System Failure</b></p>
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- If notified by the water utility company that water will be shut off for a specified period, all areas will be informed in advance to allow for appropriate planning.
- If water is off due to an accident or pipes bursting, the appropriate water department will be immediately notified of the problem.
- In conjunction with the utility company, the length of the water failure will be determined and plans for daily living requirements will be implemented.
- If water remains off for more than 24 hours, the Facilities Director, COO, and appropriate coordinators will determine whether alternate lodging is required.
- Bottled water may be brought in for drinking and bathing.
- Meals may be altered to cold menus using disposable plates and utensils.
- Laundry may be done off agency premises.
- Portable toilets can be rented to accommodate needs.
- Utility contacts are at the back of the manual.

**In the Event of a Water System Failure this call tree will be followed:**

The Supervisor on Duty, or designee, will be responsible to notify the following:

Facilities Director 816-665-2717  
Contact the water company. 913-259-3600  
Contact the on-duty Supervisor.

## **Triage in a Disaster**

The objective of triage is to concentrate medical resources to provide effective field stabilization and treatment. The priority is to locate the patients, assess the emergency care they will need and remove them from any immediate physical danger.

During triage, victims are evaluated, sorted by urgency of the treatment needed and set up for immediate or delayed treatment. Experience has shown that triage is an effective strategy in situations where:

- There are many more victims than rescuers.
- There are limited resources.
- Time is critical

Triage occurs as quickly as possible after a victim is located or rescued.

During triage, victim's conditions are evaluated, and the victims are prioritized and labeled into four categories: Red, Yellow, Green, and Black.

1. **Red**-First priority in patient care, these victims are in critical condition whose survival depends upon immediate care. Treatment of the Red victims should begin as soon as possible.
2. **Yellow**-Victims that need urgent medical attention and are likely to survive if simple care is given as soon as possible.
3. **Green**-Victims who require only simple care observation. Even though victims in this category may appear non-injured and emotionally unstable, trained medical personnel must evacuate them to a medical facility for evaluation.
4. **Black**-These victims are dead and require transport to Morgue Sector.

A tag with each color code and a number assigned will be used. The designated Triage Coordinator will instruct individuals assisting with the triage the appropriate use of triage tags.

### **Sectors**

Four specific sector assignments are normally used in medical incidents. These are the Triage Sector, Treatment Sector, Transportation Sector and Morgue.

1. **Triage Sector**-The initial assessment and sorting of victims for treatment based on the severity of their injuries.
2. **Treatment Sector**-Responsible for establishing and managing treatment area(s) in a safe location to provide field stabilization and continuing medical supervision for patients awaiting transportation to medical facilities.
3. **Transportation Sector**-Responsible for the allocation of patients to appropriate medical facilities and for the coordination of patient transportation to those locations.
4. **Morgue**-Holding area for dead victims.

### **Triage Sector**

Victims are evaluated, sorted by the urgency of the treatment needed. Victims' conditions are evaluated, and the victims are prioritized and labeled with color codes and are transported to appropriate sectors.

### **Treatment Sector**

A Treatment Sector is established to provide and manage a site for the treatment of multiple Priority 1(red) and 2(yellow) patients at medical incidents. The Treatment Sector is responsible for the establishment of the Treatment Area in a suitable Location. The Treatment Area must be in a readily accessible location for patient entry and transportation loading but away from any dangerous conditions associated with the incident. The function is to provide stabilization and continuing care of patients until they can be transported to a medical facility.

### **Transportation Sector**

The Transportation Sector is responsible for the management of patient transportation from multiple patient medical incidents. The Transportation Sector also allocates patients to appropriate medical facilities in consultation with the Treatment Sector.

### **Morgue Sector**

The temporary holding area is for victims who have died because of their injuries.

## **Emergency Alerting Procedures**

### **Notification for Small Area-Specific Incidents:**

Incidents such as individual medical emergencies will generally not require the notification of the entire facility. The preferred means of reporting such emergencies is by telephoning or paging the nursing office (or other relevant office) and/or dialing 911 if outside emergency aid is needed. A secondary means of reporting is by sending a runner to the appropriate office to report the situation.

### **Notification of Serious or Facility-wide Emergency Situations:**

Facility-wide emergency situations include incidents such as a fire or explosion which require that all or most of the facility be notified. The preferred means of notification is the activation of the fire alarm system which will automatically send a signal to the local fire department. A secondary means of notification is by telephone from an area not involved in the emergency.

## **Evacuation and Relocation**

The senior staff member available will make the decision on evacuation/relocation in consultation (when possible) with the CEO and/or Executive Team.

If the decision is made to re-locate the persons supported, the following procedure should be followed:

- The other LMC locations will be contacted by the CEO or his/her designee to explore the possibility of moving the persons supported and care staff to their location(s).
- If the other LMC locations cannot accommodate the persons supported and staff, the CEO or his/her designee will request assistance from the emergency evacuation department at the American Red Cross, phone number (816) 931-8400.
- During re-location, all employees – on and off duty- may be asked to assist in moving the persons supported to another site. The supervisory staff will ensure that medications, Medication Records, clothing, and personal care items are packed and moved with the persons supported. The Nursing staff may provide assistance.
- The Program Administrators (PRTF or Adult Services.) will be responsible for notifying all necessary Division of Family Services/KDADS offices of the relocation within 24 hours.
- Primary case managers or therapists will contact all involved parents/guardians and inform them of the relocation within 24 hours.

**In the Event of an Evacuation this call tree will be followed:**

The Supervisor on Duty, or designated staff, will be responsible for notifying the following:

1. 911
2. Risk Specialist (telephone number on page 4)
3. Contact one of the following Executive Team members:
  - A. COO (telephone number on page 5)
  - B. CEO (telephone number on page 5)
  - C. CFO (telephone number on page 5)
  - D. VP Children’s Services (telephone number on page 5)
  - E. VP Adult’s Services (telephone number on page 5)

The Executive Team member will:

- Identify an alternate location:
  - Initially, other non-damaged LMC sites.
  - Secondary, call to USD-368 Superintendent (913-294-8000) if the school is involved,
  - Tertiary, if necessary, call the Red Cross.
- Inform CEO / President of the incident, if not already informed, and implement further directives from the CEO, also regarding media relations.
- Contact CEO/COO for Media Relations.
- Contact the Risk Specialist to provide updated information.
- Contact appropriate program management staff to activate evacuation of persons supported to new location(s).

<b>Evacuation and Personnel Accountability</b>
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**During an evacuation, staff must pay attention to the weather conditions, such as the wind speeds, direction, and temperatures. If the wind is blowing smoke or other toxic fumes in a certain direction staff should minimize any exposure to that area.**

Evacuation of persons supported, employees, and visitors, when necessary, is of the utmost importance. Most emergencies will require the evacuation of all or part of the facility. To achieve a safe and timely evacuation, it is critical that an early warning of the emergency be communicated, and action implemented to remove all occupants from the hazardous area.

Each area of the facility has designated primary and secondary evacuation points. In the event of an emergency requiring evacuation, all employees and persons supported are to immediately leave the facility by the designated route and report to their assigned evacuation point. The supervisor on duty or senior staff, and in some cases Nursing personnel should bring:

- The MSR.
- Emergency Information Sheet and Checklist
- Emergency Kit
- Employees and persons supported should proceed to the designated secondary evacuation area for their assigned work area.

**The designated transportation at LMC is:**

- All available LMC vehicles

**The designated evacuation area at LMC is:**

- School Gymnasium (main campus)
- Miami County Adult Service Center
- Paola Cultural Center
- Paola High School (during the summer)
- Paola Inn
- Olathe School District
- Olathe Fire Administration Building
- Johnson County Service Center
- Lone Elm Service Center

Upon arrival at the evacuation area, the following should occur:

- Staff should account for all persons supported in their immediate care, using the Emergency Information Sheets and Attendance Sheets, as applicable to the program area.
- Supervisory staff and/or Nursing personnel should account for all persons supported using the MSR.
- Supervisors should ensure that all employees under their direct supervision have been evacuated.
- Supervisors will notify the Program Administrators as to the status of employees assigned to them:
  - a) All accounted for; or
  - b) Names of missing personnel,
  - c) location last seen and contact VP of Program Services and Risk Management.



- The names of any missing persons shall be reported to emergency responders.
- The front desk receptionist should take the visitor/employee sign-in/sign-out log to his/her designated evacuation area to help ensure that all visitors have been evacuated.

Simulated drills will occur annually at a minimum.

## **Risk Management Reporting Procedures**

The Risk Management program of LMC is designed to eliminate or significantly reduce risk so Lakemary Center can provide the highest level of safety and care for children and adults with Autism Spectrum Disorder, Intellectual, and Developmental disabilities. Lakemary Center will utilize risk assessment, risk mitigation, controls, evaluation, and data measurement to ensure standards of care are met and continuously under improvement. The risk management program is an integrated safety management process, which is a part of Lakemary's strategic and operational planning processes. Managing risk safeguards the mission, goals, and provides for an on-going evaluation and assessment process to deliver the highest level of care to children and adults across organization wide and promote staff retention.

All incidents that are identified as serious occurrences will be reported to the appropriate authorities upon discovery, but no later than 24 hours after the discovery (K.A.R 28-4-1257).

Each employee who has reason to suspect that abuse, neglect, and/or exploitation of a person supported occurred has a duty to report to the Kansas Department of Children and Families (DCF) Hotline by calling 800-922-5330. Making a call to the DCF Hotline does not replace or fulfill the employee's obligation to make a direct report to the Risk Specialist at Lakemary Center, Inc.

In addition to abuse, neglect, and/or exploitation; other critical incidents to be reported are communicable diseases, breaches of infection control, use and unauthorized possession of weapons, vehicular accidents, bio-hazardous accidents, and unauthorized use or possession of legal or illegal substances by completing the Risk Management Form.

## **Media Relations**

LMC recognizes that it is essential to present accurate information to the media concerning an emergency involving a company. In the event of an emergency, The CEO or his/her designee will coordinate calls or visits from the media. The Public Relations contact is the CEO/COO or designee.

- All information regarding the crisis is confidential unless released by the company spokesperson for public knowledge. Staff members should refer any inquiries from the media to the CEO or designee.
- Due to confidentiality/privacy concerns, no pictures or videos shall be taken of the residents during an emergency.

## Programs

Each LMC program (Adult Residential, Day, and PRTF Program) has program-specific checklists and emergency kits.

These Checklists will be used by each department to supplement their training plan.

These programs will need to consider how items will be acquired if they are needed. Such as:

- How bottled water may be brought in for drinking and bathing.
- Meals that may be altered to cold menus, etc. using disposable plates and utensils.
- Laundry may be done off agency premises.
- Portable toilets can be rented to accommodate needs.

## Emergency Kits

Emergency Kits are in each residential and day program area. The staff on duty are to ensure that the kit is taken during an evacuation. The kit contains short-term supplies and information.

These kits should include at a minimum.

- Portable, battery-operated weather radio and extra batteries.
- First aid kit including but not limited to band aids, 4x4 bandages, gauze, burn creams, alcohol wipes, rubber examination gloves, etc.
- Flashlight and extra batteries.
- Whistle.
- Local maps.
- Manual can opener for canned food.
- Dust masks/N95.
- Non-perishable food/snack for up to 3 days, such as an MRE's granola bars, etc.
- Up to date persons supported contact personal info to include med list, meal modifications, etc.

## Emergency and Important Contacts

### Food and Food Service Supplies:

EVCO	316-343-7000
SYSCO Food Services of Kansas City	913-829-5555

### Office Supplies and Staple Goods

Sam's Club (Lakemary Charge Account)	800-203-5764
Walmart (Lakemary Charge Account)	913-294-5400

United Office Products 913-782-4441

**Technology**

Netstandard 913-428-4324  
Dell Computers 800-576-6038  
Datamax (Sumner One) 913-599-0299  
Copy Products 620-365-7611

**Medical Needs:**

Rockers Pharmacy - Childrens 913-294-2715  
Auburn LTC- Adults 913-294-9125  
Medline 847-949-4183  
Dr. George Thompson 785-550-2121  
Megen Male, RN 913-645-8236  
Sara Owen, APRN 785-694-3384  
Renee Azzouz, APRN 913-220-7457

**PAOLA Buildings and Grounds:**

C&J Security 913-294-3660  
Servpro 913-782-4693  
G.K. Smith and Sons 913-294-5379 or 888-628-8566  
Certified Life Safety 913-980-7393 or 913-671-9392  
Triangle Builders 913-294-2525 or 913-285-3396  
Paola Inn 913-294-3700

**Emergency Telephone Numbers**

**Lakemary Administrative Offices (M-F 8:00 a.m. to 4:30 p.m.)**

100 Lakemary Drive  
Paola, Kansas 66071  
(913) 557-4000

**Lakemary – Miami County Adult Service Center**

1501 E. Peoria  
Paola, Kansas 66071  
(913) 557-4000 ext.-1068, Adult Services Administrative Assistant  
(913) 259-7244 Valued Activities I or ext. 1523  
(913) 259-7240 Lifestyles I or ext. 1518  
(913) 937-8731 Organizational Employment I or ext. 1520

(913) 937-8733 Organizational Employment II or ext. 1516

**Lakemary Valued Activities II (Mesa)**

2 Sunrise Circle  
Paola, Kansas 66071  
(913) 557-8057 or ext. 1088

**Lakemary Johnson County Adult Service Center**

15145 S. Keeler  
Olathe, Kansas 66062  
(913) 937-9903 Reception or ext. 2001  
(913) 543-4671 Suite C or ext. 2027  
(913) 543-4784 Organizational Employment/Suite D or ext. 2028  
(913) 543-4698 Organizational Employment/Suite E or ext. 2029  
(913) 535-4767 E-Recycling/Suite G or ext. 2031

**Lakemary Olathe (Lone Elm)**

1160 W. 151<sup>st</sup> St., Suite A  
Olathe, Kansas 66062  
(913) 259-7190 Lifestyles I/Suite A or ext. 2104  
(913) 259-7191 Lifestyles II/ Suite B or ext. 2105  
(913) 259-7197 Lifestyles III/Suite C or ext. 2106  
(913) 259-7199 Valued Activities/Suite D & E or ext. 2107  
1170 W 151<sup>st</sup> St., Olathe, Kansas 66062  
(913) 204-1132 Production or ext. 2209

**Lakemary School**

100 Lakemary Drive  
Paola, KS 66071  
913-557-4000

**Lakemary Johnson County Adult Residences:**

671 N. Somerset Terr., Olathe	(913) 829-2701 or ext. 2220
675 N. Somerset Terr., Olathe	(913) 829-3455 or ext. 2221
1743 N. Sunset St. (Sunset) Olathe	(913) 839-9957 or ext. 2227
12038 Greenwood St. (Greenwood), Olathe	(913) 764-6294 or ext. 2223
1401 S. Montebello Ln. (Hartley), Olathe	(913) 390-0703 or ext. 2225
18421 W. 161 <sup>st</sup> St. (Hampton), Olathe	(913) 839-3339 or ext. 2224
16136 S. Mahaffie St. (Mahaffie), Olathe	(913) 839-3314 or ext. 2226
18375 W 152 <sup>nd</sup> Terr, Apt. 212, (Oakridge I), Olathe	(913) 787-1734
18630 W 152 <sup>nd</sup> Terr, Apt. 822, (Oakridge II), Olathe	(913) 271-8843
15691 S. Downing Court (Downing), Olathe	(913) 390-0722 or ext. 2222

**Lakemary Miami County Residences:**

**PRTF, 100 Lakemary Drive, Paola, KS 66071**

Brotherton	<b>Z1</b> (913) 594-3016 or ext. 1058, <b>Z2</b> (913) 594-3019 or ext. 1059
Clemens	<b>Z1</b> (913) 294-7629 or ext. 1043, <b>Z2</b> (913) 294-7630 or ext. 1044,
	<b>Z3</b> (913) 594-3304 or ext. 1024, <b>Z4</b> (913) 594-3023 or ext. 1064

Mesa	<b>Z1</b> (913) 732-4036 or ext. 1075, <b>Z2</b> (913) 594-3025 or ext. 1076, <b>Z3</b> (913) 594-3026 or ext. 1077
Prairie	<b>A.I.M.</b> (913) 535-4532 or ext. 1130, A.I.M. Office
Craig	<b>Z1</b> (913) 594-3028 or ext. 1065, <b>Z2</b> (913)594-3033 or ext. 1066, <b>Z3</b> (913) 594-3034 or ext. 1067
Kirk Davis Center	<b>A Wing</b> -Green- (913) 359-5898 <b>B Wing</b> – Blue- (913) 359-7946 <b>C Wing</b> – Purple- (913) 359-9672 <b>D Wing</b> - Yellow (913) 359-6399

**Lakemary Miami County Adult Residences:**

1121 E. Peoria, Paola, KS	East (913) 294-5786 or ext. 1095 (same as West) West (913) 294-5835 or ext. 1095 (same as East)
1123 E. Peoria, Paola, KS	Office (913) 543-4621 or ext.1551, Living Room (913) 594-3068 or ext. 1552
4 Sunrise Circle, Paola	Office (913) 557-2223 or ext. 1049 Living Room (913) 594-3048 or ext. 1071
306 N. East Street, Paola	(913) 294-5603 or ext. 1093
308 N. East Street, Paola	(913) 294-5615 or ext. 1094

CEO	Kirk Davis (913) 416-5180
COO	Teddi Hernandez (913) 416-5176
CFO	Michelle Erickson (913) 533-7280
Facilities Director	Kevin Hosley (816) 665-2717

**ADULT SERVICES**

Vice President of Adult Services	Tracy Price (913) 731-7334
Director of Adult Services	Heather Parreira (785) 223-7160
Coordinator MICO Community Living Services	Stacy Dubois-913-285-2307
Asst. Coord. MICO Community Living Services	Renaldo Canady 907-360-8447
Coordinator. MICO Day Services	Erin Sobeck (913) 543-4779
Asst. Coord. MICO Day Services	Jill Noble (913) 399-6945
Coordinator JOCO Community Living Services	Anna Mae Van Petten (913) 426-2965
Asst. Coord. JOCO Community Living Services	Deanna Amend (913) 475-1240
Asst. Coord. JOCO Community Living Services	Shelby Williams (913) 382-3455
Asst. Coord. JOCO Community Living Services	Whitney Perttunen (913) 712-9990
Coordinator JOCO Day Services	David Tai (913) 406-6464
Asst. Coord. JOCO Day Services-Keeler	Alishia McArthur (913)-594-8429
Asst. Coord. JOCO Day Services-Lone Elm	Jennifer Devers (913) 416-1099

**PSYCHIATRIC RESIDENTIAL TREATMENT FACILITY (PRTF)**

Director of Clinical Services	Kathleen McGrath (913)-461-7789
Vice President of Children’s Services	Jean Hoyt (913) 553-8811
Children’s Nursing	Cell Phone (913) 937-1138

**Utility Company Emergency Numbers**

<u>Utility</u>	<u>Account Number</u>	<u>Phone Number</u>
<b>4 Sunrise Circle</b> EVERGY (electric) City of Paola (water/sewer) Ring Central (telephone)	0280543108 SUNR-000004-0000-01 63358127004	<b>Fire Alarm Code: D1001519</b> 888-544-4852 or 816-471-5275 913-259-3600 888-898-4591
<b>306 N. East Street</b> EVERGY (electric) City of Paola (water/sewer) Ring Central (telephone)	6105833747 EASN-000306-0000-01 63358127004	<b>Fire Alarm Code: D1001523</b> 888-544-4852 or 816-471-5275 913-259-3600 888-898-4591
<b>308 N. East Street</b> EVERGY (electric) City of Paola (water/sewer) Ring Central (telephone)	6815654485 EASN-000308-0000-01 63358127004	<b>Fire Alarm Code: D1001524</b> 888-544-4852 or 816-471-5275 913-259-3600 888-898-4591
<b>1119 E. Peoria Street</b> City of Paola (water/sewer) EVERGY (electric) Kansas Gas Service (natural gas)	PEOE-001119-0000-02 3500221520 510515873-1048514-36	913-259-3600 888-544-4852 or 913-294-6200 888-482-4950
<b>1121 E. Peoria Street</b> EVERGY (electric) City of Paola (water/sewer) Ring Central (telephone)	7898558503 PEOE-001121-0000-11 63358127004	<b>Fire Alarm Code: D1001521</b> 888-544-4852 or 913-294-6200 913-259-3620 888-898-4591
<b>1123 E. Peoria Street</b> EVERGY (electric) City of Paola (water/sewer) Ring Central (telephone)	8408251717 PEOE-001123-0000-01 63358127004	<b>Fire Alarm Code: D1001522</b> 888-544-4852 or 816-471-5275 913-259-3600 888-898-4591
<b>PRTF Training Center</b> EVERGY (electric)	0262179158	888-544-4852 or 816-471-5275
<b>100 Lakemary Drive (Ursa House)</b> Ring Central (telephone) EVERGY (electric) Ursa Symmetry Energy Solutions (natural gas) City of Paola (water/sewer)  Kansas Gas	63358127004 2679-62-7560 58703 LAKM-000100-0000-01 LAKM-000100-000A-01 510515873-1657460-64	<b>Fire Alarm Code: D1001512</b> 888-898-4591 888-544-4852 or 816-221-2323 800-495-9880 913-259-3620  888-482-4950
<b>100 Lakemary Drive (Kirk Davis Center)</b> City of Paola (water/sewer) EVERGY (electric)	LAKM-000100-000D-01 0826843580	<b>Fire Alarm Code: HD 2642</b> 913-259-3600 888-544-4852 or 816-221-2323
<b>Miami County Adult Service Center – 1501 E. Peoria</b>		<b>Fire Alarm Code: D1001520</b>

City of Paola	PEOE-001501-0000-01	913-294-3600
EVERGY (electric)	9783459662	888-544-4852 or 816-221-2323
Ring Central (telephone)	63358127004	888-898-4591

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<b>Sunset House-</b>		<b>Fire Alarm Code: D1001528</b>
EVERGY (electric)	7832550403	800-383-1183 or 800-544-4857
ATMOS (natural gas)	3053282953	888-286-6700
City of Olathe (water/sewer)	16703303-04	913-971-9311
Comcast (telephone)	8772103420914435	800-934-6489
Ring Central (telephone)	63358127004	888-898-4591

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<b>671 Somerset Terrace</b>		<b>Fire Alarm Code: D1001534</b>
EVERGY (electric)	9030801633	888-544-4852 or 816-471-5275
Atmos Energy (natural gas)	3013786618	800-322-8667
City of Olathe (water/sewer)	12-68003601	913-971-9311 or 913-971-5151
Ring Central (telephone)	63358127004	888-898-4591
Johnson County Wastewater	0024529139	913-715-8500

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<b>675 Somerset Terrace -</b>		<b>Fire Alarm Code: D1001527</b>
EVERGY (electric)	8364780506	888-544-4852 or 816-471-5275
Atmos Energy (natural gas)	3013787788	800-662-6185
City of Olathe (water/sewer)	12-68003701	913-971-9311 or 913-971-5151
Ring Central (telephone)	63358127004	888-898-4591

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<b>Hampton House, 18421 W 161<sup>st</sup> Street</b>		
EVERGY (electric)	3565629256	888-544-4852 or 816-471-5275
Atmos Energy (natural gas)	3052980665	888-286-6700 or 866-322-8667
City of Olathe (water/sewer)	90012897-05	913-971-9311 or 913-917-5151
Ring Central (telephone)	63358127004	888-898-4591
Water One	400103892454	913-895-1800

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<b>Mahaffie House, 16136 S. Mahaffie Street</b> (Consumers pay their portion of utility bills)		
EVERGY (electric)	3283283113	888-544-4852 or 816-471-5275
Atmos Energy (natural gas)	3052980576	888-286-6700 or 866-322-8667
City of Olathe (water/sewer)	90013007-06	913-971-9311 or 913-971-5151
Ring Central (telephone)	63358127004	888-898-4591
Water One	400103687188	913-895-1800

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<b>Greenwood House, 12038 S Greenwood</b>		<b>Fire Alarm Code: D1001529</b>
EVERGY (electric)	7084162947	888-544-4852 or 816-471-5275
Atmos Energy (natural gas)	3013786869	866-322-8667 or 888-286-6700
City of Olathe (water/sewer)	37600041-06	913-971-9311 or 913-971-5151
Ring Central (telephone)	63358127004	888-898-4591
Johnson County Waste Water	0022103515	913-715-8500

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<b>Hartley House, 1401 S. Montebello</b>		<b>Fire Alarm Code: D1001530</b>
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EVERGY (electric)	6594933506	888-544-4852 or 816-471-5275
Atmos Energy (natural gas)	3013787117	888-286-6700 or 866-322-8667
City of Olathe (water/sewer)	46800096-02	913-971-9311
Ring Central (telephone)	63358127004	888-898-4591

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**Oak Ridge Park, W 152<sup>nd</sup> Terrace\***

EVERGY (electric)		888-544-4852 or 816-471-5275
AT&T (telephone)		800-246-8464
City of Olathe (sewer/water)		913-971-9311
After hours and weekends		913-971-5151
Comcast (cable)		913-782-4466

*\*Individuals served have their own accounts.*

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**Downing House, 15691 S. Downing Court**

EVERGY (electric)	1278993177	<b>Fire Alarm Code: D1001533</b> 888-544-4852 or 816-471-5275
Atmos Energy (natural gas)	3013787322	866-322-8667 or 888-286-6700
City of Olathe (water/sewer)	43300135-05	913-971-9311 or 913-971-5151
Ring Central (telephone) –	63358127004	888-898-4591

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**Lone Elm, 1160 W 151<sup>st</sup> St**

EVERGY (electric)		<b>Fire Alarm Code: D1001526</b>
Suite A -	4697363856	888-544-4852 or 816-701-0450
Suite B	1711052584	888-544-4852 or 816-701-0450
Suite C	1711052584	888-544-4852 or 816-701-0450
Suite D	4536397989	888-544-4852 or 816-701-0450
Suite E	9564032788	888-544-4852 or 816-701-0450
Atmos Energy (natural gas)		866-322-8667
Suite A	3013785262	
Suite B	3013785511	
Suite C	3031785717	
Suite D	3013786118	
Suite E	3013786350	
City of Olathe		
1160	28009105-02	
Ring Central (telephone)	63358127004	888-898-4591

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**Lone Elm, 1170 W. 151<sup>st</sup> St.**

Atmos Energy	40077865687	<b>Fire alarm panel accessible landlord only.</b> 866-322-8667 or 888-286-6700
EVERGY		
Suite A	7786800900	888-544-4852
Suite C	2328736226	888-544-4852
Ring Central (telephone)	63358127004	888-898-4591

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**Johnson County Service Center, 15145 S. Keeler -**

Atmos Energy (natural gas)		<b>Fire Alarm Code: D1001525</b> 866-322-8667 or 888-286-6700
Suite A	3016482477	
Suite B	3017586550	



Suite C	3017916774	
Suite D	3016482235	
Suite E	3016482879	
Suite F	3016482646	
Suite G	3013787500	
Ring Central (telephone)	63358127004	888-898-4591
EVERGY (electric)		800-544-4857
Suite A	4158603648	
Suite B	9639253703	
Suite C	3127391845	
Suite D	8031943949	
Suite E	4772775947	
Suite F	2160194849	
Suite G	3551122521	
<b>Mesa, 2 Sunrise Circle</b>		<b>Fire Alarm Code: D1001517</b>
EVERGY (electric)		888-544-4852 or 913-294-6200
Unit A	7736174236	
Unit B	8047661357	
Unit C	9732827582	
Ring Central (telephone)	63358127004	888-898-4591
City of Paola (water/sewer)		913-294-3600
Unit A	SUNR-000002-000A-01	
Unit B	SUNR-000002-000B-01	
Unit C	SUNR-000002-0000-01	
<b>Prairie, 5 Sunrise Circle</b>		<b>Fire Alarm Code: D1001518</b>
EVERGY (electric)		888-544-4852 or 913-294-6200
Unit A	5190568872	
Unit B	2319711812	
Unit C	4147868399	
Ring Central (telephone)	63358127004	888-898-4591
City of Paola (water/sewer)		913-294-3600
Unit A	SUNR-000005-000A-01	
Unit B	SUNR-000005-000B-01	
Unit C	SUNR-000005-0000-01	
<b>Clemens, 100 Lakemary Drive</b>		<b>Fire Alarm Code: D1001515</b>
EVERGY (electric) – Clemens	2679627560	888-544-4852 or 816-221-2323
Ring Central (telephone)	63358127004	888-898-4591
Symmetry Energy Solutions (natural gas)	58703	800-495-9880
City of Paola (water/sewer)	LAKM-000100-0000-01	913-294-3600
	LAKM-000100-000A-01	
<b>Brotherton, 100 Lakemary Drive</b>		<b>Fire Alarm Code: D1001516</b>
EVERGY (electric) – Brotherton	2679627560	888-544-4852 or 816-221-2323
Ring Central (telephone)	63358127004	888-898-4591
Symmetry Energy Solutions (natural gas)	58703	800-495-9880

City of Paola (water/sewer)

LAKM-000100-0000-01 913-294-3600

LAKM-000100-000A-01

**Craig Center, 100 Lakemary Drive**

**Fire Alarm Code: D1001514**

EVERGY (electric) – Craig Center

0277535214

888-544-4852 or 816-221-2323

Ring Central (telephone)

63358127004

888-898-4591

Symmetry (natural gas)

58703

800-495-9880

City of Paola (water/sewer)

LAKM-000100-0000-01 913-294-2397

LAKM-000100-000A-01

**School**

**Fire Alarm Code: D1001511**

HR Training Center, 100 Lakemary Drive

EVERGY (electric)

0262-17-9158

888-544-4852 or 816-221-2323

Ring Central (telephone)

63358127004

888-898-4591

**Property Management, 501 S Hospital Dr. Suite 400**

EVERGY (electric)

7786-80-0900

888-544-4852 or 816-701-0450

City of Paola (water/sewer)

PEOW-000026-0000-04 913-294-2397

Ring Central (telephone)

63358127004

888-898-4591

**Lakemary Center, 100 Lakemary Drive (Includes school)**

**Fire Alarm Code: D1001511**

EVERGY (electric)

888-544-4852 or 816-221-2323

(Bldgs. A, B, Brotherton, Clemens)

2679627560

Symmetry Energy Solutions (natural gas)

58703

800-495-9880

Ring Central (telephone)

63358127004

888-898-4591

City of Paola (water/sewer)

LAKM-000100-0000-01 913-294-3600

LAKM-000100-000A-01

KS Gas

510515873-1048512-00 888-482-4950

**Lakemary Barn**

EVERGY (electric)

1288262818

888-544-4852

Ring Central (telephone)

63358127004

888-898-4591

NETSTANDARD

913-428-4324

IT

913-416-5178

ATT

Rosella Nelson

816-275-7015

[Rn3875@att.com](mailto:Rn3875@att.com)

Please contact CFO or Information Technology first.

913-271-7358.

Ring Central

888-898-4591

Support.ringcentral.com

**HVAC for all Miami County Locations: G. K. Smith and Sons**

913-294-5379 or 816-234-0236

**Service Companies – Olathe**

GK Smith Heating and Cooling	913-294-5379
After hours and weekends	816-234-0236
John Pflumm Plumbing	913-829-0308
Atchison Plumbing	913-829-1722
Serve Pro Disaster Restoration	913-782-4692

Need prior authorization from Coordinator or COO

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**Fire Alarm Systems – Olathe**

Progressive Electronics –	816-765-5750
Central Alarm	816-861-1500

**PAYEE ACCOUNTS:**

Olathe: Bank Midwest	Paola: Great Southern
2002 Santa Fe	1 South Pearl
Olathe, KS 66062	Paola, KS 66071
913-324-6420	913-557-4311

**Building Evacuation Plans**

EVACUATION ROUTES ARE POSTED IN EACH LMC LOCATION.

ALL LMC STAFF AND VOLUNTEERS ARE REQUIRED TO KNOW THE ROUTES OF EACH ENVIRONMENT FOR WHICH THEY ARE ASSIGNED.

IT IS THE RESPONSIBILITY OF STAFF TO CHECK ON A REGULAR BASIS TO ENSURE THEY ARE POSTED. IN THE EVENT ONE IS MISSING CONTACT THE SAFETY SPECIALIST, TO OBTAIN A REPLACEMENT.

**Resources and References**

American Red Cross, Greater Kansas City Chapter,  
<https://www.redcross.org/local/missouri/about-us/locations/greater-kansas.html>

Centers for Disease Control and Prevention, [www.cdc.gov](http://www.cdc.gov)

National Institute for Chemical Studies, [www.nrc.gov](http://www.nrc.gov)

U.S. Department of Homeland Security website, [www.ready.gov](http://www.ready.gov)

U.S. Department of Labor – Occupational Health & Safety Administration (Evacuation Plan and Procedures website, [www.osha.gov](http://www.osha.gov))

## **Training Checklists**

The following checklists should be utilized as training tools for staff and are included in the Emergency Preparedness Kits located at each site.

Biological Hazards  
Bomb Threat Checklist  
Chemical Spills Checklist  
Earthquake Checklist  
Explosion Checklist  
Fire Checklist  
Flood Checklist  
Gas Leak Checklist  
Inclement Weather Checklist  
Personal Emergency Checklist

Power Outage Checklist  
Terrorism and Handling a Suspicious Package Checklist  
Thunderstorm Checklist  
Tornado Checklist  
Triage Checklist  
Violence or Intruders Checklist  
Water System Failure Checklist  
Wastewater/Sewer Back-up Checklist

## **BIOLOGICAL HAZARD CHECKLIST**

- Cover your nose and mouth with a tissue when you cough or sneeze.
- Throw the tissue in the trash after you use it.
- Wash your hands often with soap and water, especially after you cough or sneeze. Alcohol-based hand cleaners\* are also effective but should be used moderately.
- Avoid touching your eyes, nose, or mouth. Germs spread this way.
- Try to avoid close contact with sick people.
- If you are sick with flu-like illness, CDC recommends staying home for at least 24 hours after fever is gone except to get medical care or for other necessities.
- Keep away from others as much as possible to keep from making others sick.

## **BOMB THREAT CHECKLIST**

KEEP THE CALLER ON THE LINE AS LONG AS POSSIBLE!

Exact Time and Date of Call: \_\_\_\_\_

Exact Words of Caller: \_\_\_\_\_

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Telephone Number Call Received At: \_\_\_\_\_

Name and Title of Person Taking the Call: \_\_\_\_\_

Questions to Ask the Caller

When is the bomb going to explode?

Where is the bomb?

What does it look like?

What kind of bomb is it?

What will cause it to explode?

Did you place the bomb?

Why did you place the bomb?

Where are you calling from?

# CHEMICAL SPILLS CHECKLIST

INSIDE: Evacuate according to the same plan for fire.

OUTSIDE: Stay Calm-Listen to the weather radio

If instructed to remain in your inside during a chemical attack:

- Turn off ventilation, including furnaces, air conditioners, vents, and fans.
- Seek shelter in a safe internal room, preferably without windows. Seal the room with duct tape and plastic sheeting. 10 square feet of floor space per person will provide sufficient air to prevent carbon dioxide build-up for up to 5 hours.
- Remain in protected areas where toxic vapors are reduced or eliminated. Take a weather radio if you have one for further instructions.

## Unprotected Areas:

- Attempt to get up wind and uphill from the contaminated area.
- Attempt to find shelter as quickly as possible.
- Listen to the weather radio for further instructions.

## What to do after the chemical disaster:

Use extreme caution when helping someone exposed to chemical agents:

- Remove all clothing and other items in contact with the body. Contaminated clothing that is normally removed over the head should be cut off to avoid contact with eyes, nose, and mouth. Decontaminate hands using soap and water. Remove contacts and eyeglasses. Put glasses in bleach to contaminate.
- Remove all items in contact with the body. Flush eyes with lots of water.
- Gently wash face and hair with soap and water then rinse thoroughly with water.
- Decontaminate other body areas likely to have been contaminated. Blot with cloth soaked in soapy water and rinse with clear water. Don't swab or scrape because depending on the chemical it will take skin right off.
- Change into uncontaminated clothes (i.e., clothing stored in drawers or closets).
- Last, proceed to a medical facility for screening.

In the event of a chemical spill inside the facility:

- Incidental releases are small, isolated releases of chemicals, such as cleaning solvents, which do not present or have the potential to cause injuries or require evacuation other than from the immediate release area.
- Incidental spills can be cleaned up by employees who have received proper training and have the proper safety equipment.
- Employees in the immediate release area should be evacuated following the Evacuation procedures in this Plan.
- Emergency releases are those incidents that involve large quantities of chemicals and/or have the potential to cause injuries.
  - In the event of an emergency release, pull the fire alarm to evacuate the building.
  - Confine the release by closing the door to the area.
  - Call 911 and inform the dispatcher of the nature of the problem and the exact location of the spill.
- No one is allowed to return to the building until the "all clear" has been given by emergency responders.



# EARTHQUAKE CHECKLIST

## **Indoors:**

- Stay away from where glass could shatter around windows, mirrors, pictures, or where heavy bookcases or other heavy furniture could fall over.
- Get under a piece of sturdy furniture such as a workbench or heavy table or desk.
- Use your arms to protect your head and neck.

## **Outdoors:**

- Stay in the open, away from buildings, trees, streetlights, telephone and electrical lines, overpasses, or elevated expressways.

## **Vehicles:**

- Stop quickly and stay in the vehicle.
- Once the shaking has stopped, proceed with caution. Avoid bridges or ramps that might have been damaged by the quake. Move to a clear area away from buildings, trees, overpasses, or utility wires.

## EXPLOSION PREPAREDNESS CHECKLIST

If there is an explosion without warning:

**Immediately** take cover under tables, desks, and other objects, which will give protection against falling/flying glass or debris.

Pull the fire alarm and **EVACUATE** the building **after** the explosion is over. Do not run and avoid obvious hazards. Stay low under any smoke.

**ASSEMBLE** in a safe location.

For re-location of persons supported and staff, follow the Evacuation/Re-Location procedures found in this Plan.

If you are trapped in debris:

- If possible, use a flashlight to signal your location to rescuers.
- Avoid unnecessary movements so that you don't kick up dust.
- Cover your nose and mouth if possible. Dense-woven cotton material can act as a good filter. Try to breathe through the material.
- Tap on a pipe or wall so that rescuers can hear where you are.
- If possible, use a whistle to signal rescuers.
- Shouting only as a last resort. Shouting can cause the inhalation of dangerous amounts of dust.

During an evacuation, staff must pay attention to the weather conditions, such as the wind speeds, direction, and temperatures. If the wind is blowing smoke or other toxic fumes in a certain direction staff should minimize any exposure to that area.

# FIRE EMERGENCY CHECKLIST

## During Emergency:

- Clear the affected area.
- Meet at the safe location posted on the Evacuation Form
- Conduct a head count.
- Double check the head count; ensure everyone has evacuated.
- DO NOT GO BACK IN
- Call 911
- Call On Call Supervisor: use phone from next door, a local business, or cell phone.
- Assess all persons supported for injuries.
- Separate injured from non-injured people
- Non-injured people should be relocated to temporary safe areas with on duty staff as soon as possible. (Group Home, Lakemary Admin. office, Day Services, Founder's Field House)
- Use tagging system for those who are injured.
- List injuries ~~that~~ you see and provide basic first aid to those who are hurt until emergency personnel arrive.
- As soon as possible provide either paper or electronic health files for persons supported receiving medical attention to medical providers.

## Following Emergency- Needs to be Assessed:

- Notify oncoming staff so they report to the required area.
- Notifications to local, state, and federal authorities, and/or licensing agencies.
- Contact guardian and family.
- Contact the employee's family.
- Contact Press.
- Current medical care needs of staff and persons supported.
- Current housing options.
- Medication needs addressed by area nursing department and pharmacy.
- Dietary needs.
- Personal hygiene needs.
- Documentation of incident from staff.
- Notify the Post Office of their temporary address.

During an evacuation, staff must pay attention to the weather conditions, such as the wind speeds, direction, and temperatures. If the wind is blowing smoke or other toxic fumes in a certain direction staff should minimize any exposure to that area.

# FLOOD CHECKLIST

Encourage staff to be ready to evacuate and to identify important financial and medical documents, records, and contact information they should collect and keep in a safe place.

## **Outside the Building(s):**

- If heavy rains are predicted, check roof drains and down spouts to ensure that they are clear to help prevent water leakage or roof collapse.
- As practical, use sandbags to protect doorways, low windows, or other openings. (If any fire exits are to be covered, the building must be evacuated first.)

## **Inside the Building(s):**

- Where provided, maintenance will check for proper operation of check valves on underground sewer or drainage lines to prevent flood waters from backing up into the building.
- Move important records and papers to a secure location. Back-ups of important computer records should be current and kept in a secure location - preferably off-site and in a flood-safe area.
- Elevate electrical equipment as practical and disconnect electrical power to non-essential equipment susceptible to power surges, or where water in-leakage or flooding may cause equipment damage or electrocution.
- Move hazardous materials (e.g. flammable liquids, oxidizers, toxic materials) from flood-susceptible floors.
- Check the operation of sump pumps for proper operation.
- Fill fuel tanks for those vehicles which will be needed for emergency operations or evacuation.
- Fixed fire protection equipment should be checked and kept in service to the greatest degree possible during a flood.

# GAS LEAK CHECKLIST

## Indoors

- **Evacuate.** Protection of life is the priority. Get occupants out of and away from the building. Keep people from re-entering the building or area. **Leave the area by going upwind.**
- Call the gas utility.
- Leave windows and doors open as you leave the building to ventilate the area.
- However, never spend time opening windows in a building full of gas.
- Clear a safe area, barricade, and stand by until gas utility personnel have brought the gas flow under control.
- When escaping gas is burning, make no effort to extinguish the flame with extinguishers or water.
- Eliminate sources of ignition: Do not use phones, doorbells, or turn electrical devices on or off.
- No open flames or running vehicles; do not smoke or light a match or candle.
- Never open a closed gas valve.
- Remember these tips and take a second for safety to protect the public and the first responders on the scene.

Protecting property is secondary, but also an important consideration.

## Outdoors

### **Leave the area by going upwind.**

Stay alert for any of these gas leak warning signs:

- A distinctive, sulfur-like odor
- A hissing, whistling or roaring sound.
- Dirt blowing into the air from a hole in the ground.
- Continuous bubbling in water
- Dead or dying vegetation (in an otherwise moist area) over or near a pipeline.
- An exposed pipeline after a fire, flood, or other disaster
- A damaged connection to a gas appliance

During an evacuation, staff must pay attention to the weather conditions, such as the wind speeds, direction, and temperatures. If the wind is blowing smoke or other toxic fumes in a certain direction staff should minimize any exposure to that area.

# INCLEMENT WEATHER CHECKLIST

Listen to the weather radio, TV, or radio for updated weather information.

## **If storm is projected but not yet at your location**

- Ensure there is adequate food and water on site.
- Drive only if it is necessary and do so only in daylight.
- Stay on main roads and let others know your route.
- If severe weather is currently happening stay at your location until it is deemed safe to proceed. The on-call supervisor will advise of this.
- Notify On-call of who is in your location.
- All outings are canceled.

## **Before taking individuals out of their environment, ensure the following:**

- Wear several layers of loose-fitting clothing.
- Wear mittens if available or gloves.
- Wear a hat.
- Cover your mouth with a scarf to protect your lungs.

## **In your home:**

- Notify your On-call of your situation and who is present at your location.
- Conserve fuel by keeping the house cooler than normal.
- Shut off less-used rooms.
- Turn the freezer and refrigerator to the coldest settings and do not open them.
- Stuff towels in cracks under doors.
- Cover windows at night.
- Staff will take turns sleeping at night so that one person is always awake.
- Stay nourished and hydrated to provide your body with energy to stay warm.
- Shut off water valves so that pipes do not burst.

## **If blizzard traps you in the car:**

- Pull off and turn on hazards and tie a bright piece of material on the antenna.
- If possible, contact On-call or 911 to identify your location.
- Remain in your vehicle.
- Run the engine and heater for about 10 minutes every hour and open a window slightly for ventilation.
- Keep bodies moving to maintain heat, cover up with whatever is in the car.
- Turn on the dome light only when running the engine, to help crews find you.

## **After inclement weather has subsided and it is safe:**

- Look for damage that may have occurred to your building.
- Call your On-call to notify them of the situation and the conditions of individuals and environment.
- Make sure the pipes are functioning.
- Do not leave until the streets have been plowed.
- Pace yourself and rest frequently when shoveling.

## **PERSONAL EMERGENCY CHECKLIST**

In the event of a personal medical emergency involving a person served, employee, volunteer, or visitor:

- remain calm.
- keep the victim warm and comfortable.
- stay with him/her.
- Call or summon for help from the nursing office, if during nursing hours, and call 911 if necessary.

## POWER OUTAGE CHECKLIST

In the event of a power outage, the following procedures should be followed:

- Notify the Facilities Director and the COO immediately.
- Determine whether the power is off to just certain areas or if the power is off to the entire building by checking whether any lights are working in the building.
- The Facilities Director or the COO should contact the power company to determine, if possible, the duration of the outage.
- If the outage is expected to last four hours or more, a staff member must be identified for each location as the Fire Watch personnel. This person would walk the area monitoring for fire.
- If the outage is expected to last more than six hours or if the length of the outage cannot be determined, the Facilities Director or the COO should notify the appropriate coordinators. Locate flashlights. Do not flush toilets and do not open refrigerators or freezers.
- If the power outage is expected to last for more than 24 hours, the coordinators will consult with the Facilities Director and the COO to determine the necessity for evacuation to another location.
- If it is decided to move to another location, the Evacuation procedures in this Plan should be followed.

### **In the Event of a Power Outage this call tree will be followed:**

The Supervisor on Duty, or designee, will be responsible to notify the following:

1. Facilities Director (816) 665-2717
2. Contact the electric company.
- ~~3.~~ Contact on-duty supervisor.



## TERRORISM AND HANDLING A SUSPICIOUS PACKAGE CHECKLIST

- Terrorism and Bioterrorism includes any act that is carried out or threatened to be carried out for the purpose of creating chaos, confusion, mayhem, or injuries for personal reasons or political reasons.
- Prepare for Shelter-In-Place for terrorism which includes chemical agents, liquid or solids that have toxic effects.
- Contact 911.
- Contact the on-call supervisor.

### Handling a Suspicious Package

If an employee opens a letter or package that claims to have been contaminated with anthrax and which contains a substance, the employee should:

- call 911 and explain to the operator that the letter or package claims to have contained anthrax and there was a visible substance.
- leave the letter or package in his/her work area; **DO NOT** try to clean up the powder. **Cover** the spilled contents immediately with anything and do not remove the cover.
- notify his/her supervisor.
- stay in his/her work area and await the arrival of the first officer. (no one should be allowed to leave or enter the work area).
- not touch or rub his/her mouth, nose, or eyes with his/her hand(s).
- call maintenance to shut down the ventilation system in the employee's work area, if possible.
- await further instructions from emergency responders.

If law enforcement/public health officials determine that the building must be evacuated and the persons supported re-located, the Evacuation/Relocation procedures should be followed

# THUNDERSTORM CHECKLIST

## **During the Event the Supervisor on Duty and/or Shift Coordinator:**

- If the weather radio alerts our area that a tornado warning is in effect, then an announcement will be made to everyone to proceed to the designated storm shelter. A weather radio is in each residence and program area.
  - If an announcement is made during administration hours and/or the alert sirens are activated, all staff, persons supported, and visitors will proceed to the designated storm shelter.
- Will take the portable severe weather kit which includes a weather radio, flashlight, and batteries.
- Will instruct the persons supported, visitors, and personnel on how to position themselves in the designated storm shelter, which is standing or sitting.
- Once the threat of a severe weather / thunderstorm has passed then announce an “All clear”; unless during administration hours then administrative assistance personnel will announce all clear.
- If the facility has been hit or damaged by the tornado then follow the proper call tree to take necessary actions.

## ***After the Thunderstorm***

- Give first aid when appropriate, but don't try to move the seriously injured unless they are in immediate danger of further injury. Call for help.
- Stay out of damaged buildings. Return only when authorities say it is safe.
- Check for gas leaks—If you smell gas or hear a blowing or hissing noise, open a window, and quickly leave the building. Turn off the gas at the outside main valve if you can and call the gas company. If you turn off the gas for any reason, it must be turned back on by a professional.
- Look for electrical system damage—If you see sparks or broken or frayed wires, or if you smell hot insulation, turn off the electricity at the main fuse box or circuit breaker. If you must step in water to get to the fuse box or circuit breaker, do not do so, but rather, call maintenance.
- Clean up spilled liquids immediately. Leave the building if you smell gas or chemical fumes.
- Turn on the radio or television to get the latest emergency information, including the possibility of more storms.
- If water pipes are damaged, contact the maintenance and the water company and avoid using water from the tap for drinking or cooking.
- Use the telephone only for emergency calls.
- Take pictures of the damage—both to the building and its contents—for insurance purposes. The Program Administrator and/or Coordinator will complete this process.
- The CFO will contact the Insurance Company for further direction and assistance.

# TORNADO CHECKLIST

## During severe weather:

- Turn on the Weather Radio- A weather radio is in each residence and program area. Listen to the weather radio alerts to know if a Tornado **watch or warning** has been issued for your area. If a tornado warning is in effect proceed to the designated storm shelter
- taking the portable severe weather kit which includes a weather radio, flashlight, and batteries.
- If an announcement is made or the alert sirens are activated, all staff, persons supported, and visitors will proceed to the designated storm shelter.
- All persons should position themselves in the head down crouch within the designated storm shelter until the emergency has passed and an “all clear” has been sounded.
- If the environment has been hit or damaged by the tornado then notifications as outlined in the proper call tree should be initiated and necessary actions taken.

## General Preparedness Information

- Conduct a head count.
- Double check the head count; ensure everyone is in a secure area and has their heads down.
- DO NOT Leave this area until the sirens have stopped and an all clear has been given.
- Check all persons supported for injuries.
- Separate injured from non-injured.
- Non-injured individuals should be relocated to a temporary safe area with on-duty staff as soon as possible. (Group Home, Lakemary Administration Office, Day Services, Founder’s Field House)
- Use tagging system for those who are injured.
- List injuries that you see and provide basic first aid to those who are hurt until emergency personnel arrive.

## TRIAGE CHECKLIST

- Appoint an individual to call 911.
- Appoint an individual to notify CEO/COO
- Assess supplies available for tagging victims according to color code and decide location of body to tag victims. During triage, victim's conditions are evaluated, and the victims are prioritized and labeled into four categories: **Red**, **Yellow**, **Green**, and **Black**.
  - **Red**-First these victims are in critical condition.
  - **Yellow**-Victims that need urgent medical attention.
  - **Green**-Victims who require only simple care observation.
  - **Black**-These victims are dead.
- Appoint individuals to assist with the set-up of each sector, including designated area supplies, signage to identify each sector, and maintaining sector.
- Appoint individuals to assist with Triage assessments.
- Complete a head count of victims.
- Identify each victim with available identifying information (address, name, phone number), description (age, sex, body build, height, weight), clothing, injuries, treatment, and transfer location.

Upon Triage assessment, each victim will be assigned to the designated sector

## VIOLENCE OR INTRUDER CHECKLIST

- In the event a person is discovered within the facility and has no reason to be there, then they should be escorted off the property.
- If anyone on the property possesses a weapon but is not a threat, then they should be asked to remove the weapon off grounds.
- If the person does not comply, and there is risk of **imminent** danger, call 911 and announce in plain language of the incident that is occurring. Example:  
***“Person with a gun in the lobby, shots fired. 911 has been called and police are in route. Respond accordingly.”***
- If a verbal announcement is unable to be made, then staff can page on an alternate phone by announcing on the intercom line and following the protocol in the previous step. The announcement will not be heard in all environments such as the adult residences; therefore, staff should use any additional lines of communication to disseminate the information (i.e. cell phone, computers, social media etc.)
- Lakemary has adopted the “ALICE” response plan to aid you in your response should this type of incident occur. “ALICE” is an acronym for steps that can be utilized to increase your chances of surviving a violent attack. It is not a sequential process that must be followed. Each staff member should decide the appropriate action that will increase the chances of survival.
- **Alert-** Announcement, Gunfire, Witness  
**Lockdown-** Lock the door, lights off, cover windows, and barricade the door with objects.  
**Inform-** Continuation of alert using any means necessary of real-time information (Who, what when where, how etc.).  
**Counter-** If confronted by the attacker, engage in acts that will disrupt/ stop them. Use objects as a weapon. Take down the attacker as a group effort. Secure weapons away from the attacker if safe to do so.  
**Evacuate-** Leave the building if safe. Reunite in a safe alternate location. Do not use vehicles to evacuate but as cover instead as you distance yourself from the building.

### **In the Event of Violence or Intruders:**

The CEO or designee will contact:

- Media Relations
- Physician
- Nursing
- USD-368 Superintendent if the school is involved in the event.

## WATER SYSTEM FAILURE CHECKLIST

- If notified by the water utility company that water will be shut off for a specified period, all areas will be informed in advance to allow for appropriate planning.
- If water is off due to an accident or pipes bursting, maintenance will be immediately notified of the problem.
- In conjunction with the utility company, the length of the water failure will be determined and plans for heat, means and daily living requirements will be implemented.
- If water remains off for more than 24 hours, the COO and appropriate coordinators will determine whether alternate lodging is required.
- Bottled water may be brought in for drinking and bathing.
- Meals may be altered to cold menus using disposable plates and utensils.
- Laundry may be done off agency premises.
- Portable toilets can be rented to accommodate needs.
- Utility contacts are at the back of the manual.

**In the Event of a Water System Failure, this call tree will be followed:**

The Supervisor on Duty or designee will be responsible for notifying the following:

Facilities Director

(816) 665-2717

## WASTEWATER (SEWER BACK UP) CHECKLIST

Sewer backups are one of the most unpleasant and inconvenient issues you can face. A sewer backup can cause damage to property, lead to unpleasant odors, and pose health risks to everyone. If you're experiencing a sewer backup, it's essential to act quickly to minimize the damage and health risks. Here are some steps you should take when you have a sewer backup:

1. **Turn off water:** If the backup is due to a clog or blockage, turn off the water supply to the affected area to prevent further flooding.
2. **Call maintenance:** Contact maintenance to assess the situation and address the backup. They have the expertise and equipment to safely resolve the issue.
3. **Protect yourself:** Sewage backups can contain harmful bacteria and pathogens, so it's important to avoid direct contact with contaminated water. Wear protective gear if you need to be near the affected area.
4. **Document the damage:** Take photos or videos of the affected areas for insurance purposes. This documentation can help with any claims.
5. **Contact your immediate supervisor:** They will then contact someone from the executive team if it is deemed necessary.

Remember, safety should be your top priority in these situations. If the backup is extensive or poses a significant health risk, consider temporarily vacating the premises until it's been properly addressed.

### **In the Event of a Sewer Failure this call tree will be followed:**

The Supervisor on Duty or designee will be responsible for notifying the following:

Facilities Director

(816) 665-2717

**CALLING TREE FOR:**  
**Bomb Threat**  
**Chemical Spill**  
**Earthquake**  
**Explosion**  
**Fire**  
**Flood**  
**Terrorism/Suspicious Package**  
**Tornado**  
**Violence/Intruder**

The Supervisor on Duty, or designated staff, will be responsible for notifying the following:

1. 911
2. Risk Specialist (telephone number on page 4)
3. Contact one of the following Executive Team members:
  - B. COO (telephone number on page 5)
  - C. CEO (telephone number on page 5)
  - D. CFO (telephone number on page 5)
  - D. VP Children's Services (telephone number on page 5)
  - E. VP Adult's Services (telephone number on page 5)

The Executive Team member will:

- Identify an alternate location:
  - Initially, other non-damaged LMC sites.
  - Secondary, call to USD-368 Superintendent (913-294-8000) if the school is involved,
  - Tertiary, if necessary, call the Red Cross.
- Inform CEO / President of the incident, if not already informed, and implement further directives from the CEO, also regarding media relations.
- Contact CEO/COO for Media Relations.
- Contact the Risk Specialist to provide updated information.
- Contact appropriate program management staff to activate evacuation of persons supported to new location(s).



**Emergency Drill Record**

**Location:** \_\_\_\_\_

- MONTHLY DRILL       ANNUAL DRILL       ACTUAL OCCURRENCE  
 EVENT TYPE: (check one)  **Fire**     **Tornado / Severe Thunderstorm**  
 Evacuation\*     Shelter-In-Place (Chemical Spill – Outside)  
 Biological Hazard       Overnight fire alarm pull     Power Outage  
 Bomb Threat       Suspicious Package       Flood  
 Explosion       Earthquake       Chemical Spill - inside  
 Violent or Threatening     Medical Emergency       Pandemic/Biological Hazard

DATE	TIME AM/PM	Evacuation Time	Number Of Evacuees

Equipment Checked	Was equipment in working order:
Fire Extinguishers	<input type="checkbox"/> Full <input type="checkbox"/> Empty <input type="checkbox"/> Good
First Aid Kit	<input type="checkbox"/> Sealed <input type="checkbox"/> Needs Replenished <input type="checkbox"/> Good
<input type="checkbox"/> AED Battery <input type="checkbox"/> Electrodes (pads)	<input type="checkbox"/> Charged <input type="checkbox"/> Replaced
Other:	

Annually, LMC discusses and/or publishes bulletins regarding inclement weather and water system failure safety and response/recovery.

Comments: (including suggestions & remediation needed)

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Signature of individual Conducting Drill: \_\_\_\_\_

Notes: School: Fire drills are to be conducted at least once each month, this includes elementary, intermediate grade levels; and secondary level. School administration staff will coordinate monthly drills, document in JOT Forms on the LMC web link, and forward the Emergency Drill Record to Lakemary Center’s Safety Specialist.

PRTF Residential: Fire drills are to be conducted at least once each month, **on each shift**, for every residential housing unit. Supervisory staff or designee will conduct the monthly drills, document in JOT Forms on the LMC web link, and forward the Emergency Drill Record to the Safety Specialist.

LEADERSHIP REVIEW: (Fill in EACH area)

Areas needing Improvement: \_\_\_\_\_

Actions to be taken: \_\_\_\_\_

Necessary Education & Training of Personnel: \_\_\_\_\_

Did Actions Taken Accomplish the Intended Result? If not, what else needs to be done?  
 \_\_\_\_\_

Leadership Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Emergency Information Sheet

**EMERGENCY INFORMATION SHEET**

Picture here	Name:
	Birth Date:
	Address:
	Telephone Number:
	Cell Number:
	Social Security Number:
	Agency Address:
	Case Manager <span style="float: right;">Phone:</span>
	Primary Physician
	Primary Physician phone:
Emergency Contact Name and Address:	Hospital affiliation:
	Insurance:
Emergency Contact Phone: Second Number:	Policy Information:
Guardian's Name and Address:	Dentist:
Guardian's Phone: Second Number:	Pharmacy Contact for current Medication list:
Out-of-town contact Phone: Second Phone:	Specific medical Conditions:
Allergies:	Physical limitations:
Blood Type	
How best to communicate with me:	Adaptive Equipment utilized:

## **Departmental Pandemic Plans**

Attached are copies of the Pandemic Plans for each work environment. Each work environment will have copies immediately accessible to staff. Managers are responsible for communicating to their staff the location of the plans. Managers will review each plan on an annual basis and advise the Chairs of the Risk/Safety Management Team if revisions are needed.

## Human Resources Pandemic Plan

To maintain the continuity of human resources services in the event of a long-term (more than five days staffing shortage), the following adjustments will be made to provide staff with the most essential services:

### FMLA, GLOA, and ADA

All requests can be requested electronically via email at [hr.support@lakemary.org](mailto:hr.support@lakemary.org). Then one of Human Resources personnel will complete the request.

### RECRUITMENT:

All applications are routed electronically, which is done by Human Resources personnel. Management will complete interviews and send information electronically to Human Resources. Reference checks will be completed by management or Human Resources. This information shall be scanned to responsible person(s) for the completion of the hiring process. All new hire paperwork will be completed on the first day of employment.

### GENERAL PROCESSING

Data entry (i.e. performance ratings, pay increases, address changes, etc.) can be done by Human Resources personnel. Supervisors will scan documents to Human Resources so this process can continue uninterrupted.

### FRONT DESK SCREENING & TRACKING

The Human Resources team will work with the Medical Team at both the Paola and Olathe locations to help set up daily employee screening as mandated by the Federal and State Health Departments. HR will also facilitate tracking of employees with any related pandemic concerns.

## Pandemic Plan – Lakemary Fiscal Services

In the event of widespread illness, a pandemic event may be declared by any of several sources, including the following:

- Companywide – by Lakemary management
- Community-wide – by city, county, or state health authorities
- Nationwide – by federal health authorities
- Internationally – by the International Partnership on Avian and Pandemic Influenza or other international health authority

A pandemic event may result in the following impacts:

- Widespread illness lasting six to eight weeks and resulting in 40% or higher absenteeism rates.
- Disruptions in various supply chains
- Civil disturbances and breakdowns in public order
- Significant price inflation

During a pandemic event, priorities of the Lakemary Fiscal Services Department will include the following:

- Accounting – protection of cash flow, timely payment of payroll, and minimized disruptions to acquisition of necessary utilities, commodities, and supplies.
- Transportation – minimized disruptions to transportation needs of Lakemary programs.
- Technology – maintenance of communications and local/remote access to Lakemary network resources

To meet these priorities, the Lakemary Fiscal Services Department will initiate the following response to a declared pandemic event:

- If there is evidence that exposure to the pandemic disease may occur in any Lakemary environments, notices of exposure prevention methods will be displayed throughout the Fiscal Services Department.
- Face masks may be made available through Lakemary's Nursing Departments. If supplies of such masks are limited, the Nursing Departments will be responsible for determining priorities for distributing the masks.
- Disinfecting hand sanitizers will be placed throughout the Fiscal Services Department.
- Fiscal Services staff will be discouraged from attending public gatherings.
- Any Fiscal Services staff who may have been exposed to the pandemic disease or who display symptoms will be required to remain away from Lakemary environments until such staff member is no longer contagious. In the event of high absenteeism, each area will proceed as follows.

## **Accounting**

Accounting staff members have been cross-trained in specific functions throughout the department. The Accounting Coordinator is fully trained in all areas. Staff members who may have been exposed to the pandemic disease but who are not displaying symptoms or who are otherwise able to perform their functions may be authorized to work remotely through Lakemary's Citrix remote access system. If it is safe and prudent to do so, other staff may transport necessary documents to and from the staff member's remote location. Staff who transport documents will be advised as to precautions to be taken to protect them from exposure. Documents that are transported must be protected in accordance with Lakemary's HIPAA Privacy and Security Rules and Accounting Department procedures. Upon recovery from pandemic illness, staff members will be required to return to their on-site work schedule.

If multiple illnesses resulting in absenteeism occur within the Accounting Department, and remaining staff are unable to cover all necessary functions to meet the department's priorities as listed above, temporary help may be acquired through Pro-Staff or other temporary staffing agencies.

All essential processes within the Accounting Department are documented in writing, so replacement or substitute staff can perform necessary functions with the minimal time needed for training.

## **Transportation**

General public transportation rides would be reduced or rescheduled to allow the Transportation Department to focus on Lakemary transportation priorities as described above. Lakemary recognizes that certain general public transportation rides are essential to the basic health of some customers. Those rides would remain a priority during the pandemic event. In the event of Transportation Department staff absences, other drivers in Miami County are KDOT-certified and could drive for those trips that were deemed critical.

Transportation Department staff would be advised to wear face masks and use hand sanitizers when transporting members of the general public. Transportation staff would also communicate with Lakemary nursing staff about persons supported who may have been exposed to the pandemic disease or who are experiencing possible symptoms of such illness.

## **Technology**

In the event of extended Technology staff absences, Lakemary's contracted networking partner, Netstandard, would be enlisted to keep critical systems operational, as defined above. Technology staff would be advised to use hand sanitizer when encountering keyboards, mice, and work areas. Face masks would be available as needed.

## Maintenance Pandemic Plan

To maintain continuity of maintenance services in the event of a long term (more than 5 days) staffing shortage, the following contacts would provide essential services.

G.K. Smith	913-294-3281 913-422-7949	HVAC Kitchen Hood
Dave Miller	913-787-4233	Plumbing
Hobart	913-469-9600	Kitchen Equipment
Smith Appliance	913-294-2929	Appliance Repair
Cintas	913-543-3133	Fire Alarms
Central	816-861-1500	Fire Alarm Monitoring
Pro Electric	913-621-6611	Electrical
Wycoff's Lock	913-294-3660	Door Keys
NCRI	800-598-6274	Floor Restoration
Evergy	913-294-6200	Electrical Service 24 Hour Contact
Kansas Gas	800-794-4780	Emergency 888-482-4950
Waste Management	888-837-4640	Trash Disposal Recycle
Bamford Fire	913-579-0077	Sprinkler System Repairs
Certified Life Safety	913-980-7393	Fire Extinguishers/ Fire alarms
Countryside Lawn	913-908-5522	Paola Snow Grounds Snow Olathe

## **District Plan for Safe Return to In-Person Instruction and Continuity of Services**

The American Rescue Plan Elementary and Secondary School Emergency Relief (ARP ESSER) Fund under the American Rescue Plan (ARP) Act of 2021, Public Law 117-2, enacted on March 11, 2021, provides a total of nearly \$122 billion to states and school districts to help safely reopen and sustain the safe operation of schools and address the impact of the coronavirus pandemic on the nation's students.

Background: On July 27, 2020, the Paola USD 368 Board of Education (BOE) adopted the *Together We Can* Reopening Schools Plan. Included in this plan were the mitigation protocols needed to successfully have in-person learning for the 2020-2021 school year. This plan was revised based on new information learned concerning COVID-19 and discussed and/or approved by the BOE on August 10, September 14, 2020, and on January 11, 2021. At the May 10, 2021, BOE meeting, the Board approved to move to masks optional for summer 2021 activities and to evaluate recommendations for the 2021-2022 school year at the July 12, 2021, meeting. At the July 12, 2021, meeting the Board approved the Safe Return to Schools plan stating that masks would remain optional.

Due to changes in the COVID-19 Delta variant, at the August 9, 2021, BOE meeting, an updated Safe Return to School plan was presented to the Board of Education for approval including an addendum that outlines the operational plan regarding potential quarantines. At the October 11, 2021, meeting, the Board of Education revised the plan addendum and going from three phases to two phases. The addendum was revised again on November 8 to reflect the metric approved to move to phase 2 and on November 22, 2021, due to changes in notifying exposures to a positive case. On January 18, 2022, due to community spread of the Omicron variant being so rampant, notifications of possible exposures were suspended at the approval of KDHE and KSDE to allow nursing staff to more effectively help families and students know when they can safely return to school and to test students with symptoms. All students should assume they have been exposed due to community exposure levels and self-monitor for symptoms. For the 2022-2023 school year, with COVID reaching an endemic status, schools returned to normal, but followed recommended guidelines for students and staff who had contracted COVID-19 and included increased disinfecting measures.

The current plan below is in response to COVID-19 reaching endemic status.

### **PART I.**

***Describe how the district will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policies, on each of the following safety recommendations established by the CDC:***

#### **(A) Universal and correct wearing of masks.**



- Masks will be optional for the 2023-2024 school year.

**(B) Modifying facilities to allow for physical distancing (e.g., use of cohorts/podding).**

- In returning school to normal, social distancing will only be accommodated should a covid outbreak occur. Social distancing is not guaranteed in spaces, especially during lunch.
- Utilize outdoor spaces as appropriate.

**(C) Handwashing and respiratory etiquette.**

- Individuals are encouraged to wash their hands or use hand sanitizer frequently. Hands should be washed or sanitized before and after using shared supplies. Covering coughs and sneezes is always recommended.
- Hand sanitizer will be readily accessible in each of the buildings and classrooms for student and adult use.

**(D) Cleaning and maintaining healthy facilities, including improving ventilation.**

- In spaces that are regularly occupied, enhanced cleaning and maintenance protocols will continue to be used.
- Increased outdoor air will continue to be used as a mitigation strategy. The activities taking place in each space in a building will help determine the amount of fresh outside air utilized.

**(E) Contact tracing in combination with isolation and quarantine, in collaboration with the State, local, territorial, or Tribal health departments.**

- USD 368 will work in cooperation with KDHE and MCHD as required.

**(F) Diagnostic and screening testing.**

- USD 368 can perform, with parent permission, rapid antigen tests for students who may have been exposed to an infected person with covid or who is exhibiting covid like symptoms. This testing is also available to staff of USD 368.
- The district also works with the Miami County Health Department and local medical providers should students or staff need testing not available at the respective schools.

**(G) Efforts to provide vaccinations to school communities.**

- All staff have been given the opportunity to be vaccinated. Should the need arise that a booster vaccine is necessary, the district will work with the local health department to obtain the necessary booster vaccines for staff.
- The district will work with the local health department to provide locations and promote any community vaccine clinics that students and community members may qualify for.

**(H) Appropriate accommodations for children with disabilities with respect to health and safety policies.**

- Specific student health needs are addressed through a student health and/or individual educational plan.

**(I) Coordination with State and local health officials.**

- USD 368 has a strong working relationship with the Miami County Health Department. Regular and ongoing coordination and communication occurs on an as needed basis.
- Miami County Health Department coordinates and regularly communicates with the Kansas Department of Health and Environment. MCHD shares information received from KDHE on a regular basis and serves as a liaison between USD 368 and KDHE. Should the need arise for USD 368 to communicate with KDHE, such communication has and will continue to occur.

**Part II.**

***Describe how the district will ensure continuity of services, including but not limited to:***

**(A) services to address students' academic needs**

- We understand and respect that the comfort level of families having students return to school ranges from very comfortable to not comfortable at all. Given these comfort levels, the following learning options and necessary supports, in accordance with the KSDE, MCHD, and USD 368 will be available to USD 368 families.

**Onsite Learning**

Onsite learning will be provided to all USD 368 students and families. Students will attend school in person at USD 368 school buildings with the necessary safety precautions as outlined in this document to best keep staff and students safe.

**Virtual School Program {Grades K-12}**

USD 368 has a virtual program for students in grades k-12. This program is a self-paced program that allows students the ability to work on their courses seven days a week, twenty-four hours a day. To participate in the USD 368 Virtual Program, students:

- Must be eligible to enroll as a USD 368 student based on current policy and regulations.
- Must be in grades K - 12.
- Must enroll and provide a written commitment to attend via the Virtual School Program by the necessary deadline.
- Must have available internet access for online learning and communication, including viewing videos and zoom classrooms.
- Must attend and engage in regular contact with online teachers, as required.
- Must complete assigned tasks.
- Must remain in the program throughout the 2023-2024 school year.

**(B) students' and staff social, emotional, mental health**

- All students and staff have access to counseling and social workers employed by USD 368.
- Elementary students have access to Elizabeth Layton mental health workers during the school day.
- Staff have access to an employee assistance program that includes mental health services.
- USD 368 teaches social-emotional curriculum to all students in the district as part of the regular school day according to the State Department of Education SEL curricular guidelines.

**(C) other needs, which may include student health and food services.**

All students and staff have access to health professionals in each of the district's school buildings.

### **Children's Services Pandemic Plan**

To maintain consistency of services due to unforeseen circumstances that produce a staffing shortage, Lakemary will:

- The first person to become aware of a potential staffing shortage or a significant number of children becoming sick will notify the Children's leadership staff of the circumstances.
- Universal safety precautions will be emphasized with both staff and children.
- Every effort will be put into keeping children in their own residential environment for as long as possible. If it becomes apparent that adequate staffing is not available, children may be asked to spend time in other children's service environments. If this is necessary, routines and staffing will remain as consistent as possible.
- If necessary, sick children may be quarantined in an environment designated children's leadership staff.
- Housekeeping staff will sanitize each residential environment. All staff will assist with sanitizing environments, under the direction of individuals trained in sanitation procedures.
- The use of facemasks for individuals who are sick will be encouraged. Staff working with sick children will also be encouraged to wear a mask.
- All staff who are not currently on duty will be contacted with a request to come into work to ensure the target staff-to-children ratio is maintained. In significantly adverse circumstances, Lakemary will always ensure the minimum staff-to-child ratio required by licensing regulation is maintained.
- Consideration will be made for children going for home visits when making these decisions.
- Nursing staff will also be called in for support, both regularly scheduled staff and PRN nursing department staff, to support any children who become ill. Follow up on all instructions relating to supporting the medical needs of the children.
- Children who are not sick may be grouped together to enjoy group activities, such as gym activities, Bingo, and craft activities.
- The Recreation Specialist may be called into ensure a wide variety of activities

are available.

- As much as possible, the children’s schedules will be maintained, including school, mealtimes, bedtimes, etc.
- Emergency Preparedness kits are available for each residence, containing several items that may be needed in the event of certain emergencies such as power outages, flooding, etc. Each container is labeled as to which residence it belongs. Inside each container, on top of the contents, is a list of all items contained therein, including a copy of the Emergency Preparedness Manual with instructions for each emergency situation that may occur.
- LMC will maintain communication with parents regarding the well-being of their children and will ensure parents are made aware of illness before taking children on home visits.

## **Food Services Pandemic Plan**

To maintain continuity of services in the event of a staffing shortage due to unforeseen circumstances.

The following adjustments will be made to provide the “persons supported” with 3 meals a day, plus an evening snack.

### Safety and Sanitation

The food service Department will continue to clean and disinfect all work areas.

- Wear gloves when preparing and serving ready to eat food.
- Hand Washing warm water and soap.

### Food Prep

The process will continue by preparing meals by the KSDE guidelines.

- All menus served will provide the nutrients necessary for the students being served.
  - Meat/Meat Alternate, Vegetable, Fruit, Grain/Bread & Fluid Milk
- Will Continue to take temperatures for Eggs, Fish, Meat and Poultry

### Serving Time

The Food Service Department may need to route some responsibilities for delivery or recruit other staff to help serve the meals.

- The Food Service Coordinator may change serving procedures.

### Cleaning

Continue to keep work surfaces and equipment clean.

- Clean all trays, tableware, glasses, and tubs.

### Food Purchases

Designee and all Team Leaders and Assistant Team Leaders can charge food at Price Chopper.

### Serving Times

- Routine meal schedule times will be maintained as close as possible to normal times.

### Normal Food Delivery Times

- Monday & Thursday delivery: (fresh produce, meat, dry goods) Sysco/ Brandy O'Dell/ cell 417-208-6368
- Monday delivery: Hiland Dairy (milk)/ Rob/ 816-694-2152
- Friday delivery: (snack items, dry goods) Evco/ Don Grob/ cell 785-418-2423
- Don Grob w/ Evco visits Lakemary on Thursdays (around 11am) to place the food order.

## **Lakemary Adult Nursing Pandemic Plan Miami & Johnson Counties**

### Prior to Outbreak/Preparedness & Planning Phase

- Establish a Leadership team: Nursing Dept staff, Day Services staff, Residential staff, and department Coordinators.
- The Nursing department will delegate tasks and provide overall management of the medical situation.
- The Nursing department will provide information and resources to residential and day recipients and parents/guardians, including what steps to take if symptoms are present, i.e., keep the person home and inform appropriate people.
- Emphasize prevention: Use simple non-medical ways to reduce the spread of flu by “cough and sneeze etiquette”, clean hands, and clean work areas.
- Provide instructional and informational flyers that will be distributed throughout the program areas.
- Ensure stock of soap, sanitizer, and other personal protective equipment (PPE) is readily available and distributed, as needed.
- Determine whether the program areas should be cleaned differently or more often and notify departmental leadership.
- Provide ongoing information and resources on the current situation to departments.
- Collaborate with personnel about strategies for prevention of outbreak.
- The Miami/Johnson County nurses will be the primary communication channel with the Miami/Johnson Health Department and will coordinate recommendation with the Adult Services team.

### During a Pandemic/Outbreak

- Mobilize and conduct daily briefings to monitor information, make decisions, and communicate with adult services leadership and parents/guardians.
- Notify Health Department.
- Alert parents/guardians that LMC has a confirmed case.
- Alert staff to prioritize functions, ensuring deadlines are met.
- Reinforce cleaning of program areas and good personal hygiene.
- Send people supported to their homes if they are sick.

- Limit non-priority healthcare trips,
- Limit visitors and consider a notification bulletin at entrances.
- Nursing will serve as an infirmary until persons supported are picked up by staff/family.
- Issue statement from LM C with instructions on identifying symptoms, how to care for persons who are affected, and how long affected people should stay home before returning to day services.
- Keep detailed records that document the decisions made, resources used during the outbreak, and individuals that have been affected.
- Continue surveillance of persons supported and staff, and when the number of affected persons begins to decrease, shift to the recovery portion of the plan.

#### Recovery After a Pandemic

- Ask staff to assist with a thorough cleaning of program areas.
- Continue to monitor for illness
- Continue to stress the importance of personal hygiene and universal precautions.
- Provide counseling to persons supported and staff, if needed.
- Continue to communicate with appropriate staff about status and lend support as needed.

### **Pandemic Plan for Olathe Day Services**

- Olathe Day Service currently supports 125 persons between Keeler and Lone Elm sites. Of those individuals, 63 do not have residential services with Lakemary. Staffing numbers counting Assistant Coordinators, Team Lead, Assistant Team Lead, Recycling Manager is 22. Community Employment/Careers and More have 7 staff and a Coordinator. These numbers do not include people only supported by Community Employment or Community Employment staff. If fully staffed, the staffing ratio for day services is below:
  - Suite C (Keeler) – 4 staff plus Assistant Coordinator for 35 people
  - Suite E (Keeler) – 5 staff for 33 people
  - Suite G (Keeler) – 2 staff for 6 people
  - Lifestyles 1 (Lone Elm) – 2 staff plus Assistant Team Lead for 12 people
  - Lifestyles 2 (Lone Elm) – 3 staff for 13 people
  - Lifestyles 3 (Lone Elm) - 2 staff plus Assistant Coordinator for 12 people
  - Values Activities (Lone Elm) – 5 staff plus Team Lead for 14 people
- Upon being made aware the possibility of a pandemic, Assistant Coordinators would draft letters as well as phone calls to other agencies and families stressing the importance of not bringing in any individuals with flu-like symptoms. These symptoms would include but not limited to a temperature of 100 degrees or higher, diarrhea, vomiting, cough, sore throat, shortness of breath, or new rashes. This would be strictly followed and anyone who arrives at day service with these symptoms would have to return to their residential location.

- If staffing was impacted, it is expected that the number of people we support would also decrease. If that is not the case, PRN staff will be utilized to maintain a safe ratio.
- As needed, programs would be condensed. The smallest environments would move into larger spaces. Suite G would be closed, and individuals would relocate to suite C and E. At Lone Elm, Lifestyles 1 would close and split between Lifestyles 2 and 3 etc.
- All outings and volunteer work would be temporarily suspended due to increased risk of contagious virus.
- Recycling manager would not leave the building and would support on site.
- If we continue to have an increased number of people impacted, we will again decrease the number of suites we were supporting by condensing groups at both Lone Elm and OSC.
- At some point, if numbers had decreased significantly, Lone Elm and OSC buildings could be combined. Day staff, if ratio allowed, would then support the individuals in their residential setting.
- If there is an overage in staffing during day hours, 2<sup>nd</sup> and 3<sup>rd</sup> shifts may be available as an option to flex shifts.
- It is anticipated that if there was a pandemic, people from enclaves and community jobs would be temporarily suspended. The Community Employment team would then be considered in the ratio.
- If Day Services was unable to remain open, Day Service staff would then support in the homes during day and evening hours.

### **Olathe Adult Residential Services Plan**

To maintain continuity of services in the event of a staffing shortage due to unforeseen circumstances, the below plan is being proposed.

We would keep persons supported in their own perspective home for as long as feasible to ensure the best quality of services. The Coordinator and Assistant Coordinators will also be called upon for staffing.

1. All Team Leaders, Coordinators, Assistant Coordinators, PRN staff and all off duty DSP's would be contacted by the Coordinator and asked to come in to work. The Director, along with other Coordinators, can also assist in making these calls.

2. The staffing ratio for each site includes:

671- 2 staff for 8 individuals	675 - 2 staff for 7 individuals
Hartley - 2 staff	Greenwood - 1 staff
Hampton - 1 staff	Mahaffie - 1 staff
Oak Ridge Park I - 2 staff	Oak Ridge Park II - 2 staff
Sunset House -1 staff	

3. Consideration should be given to contacting families or natural support to see if an individual could go home for any period of time. This would be a call made by the Director and/or Coordinator.
4. Nursing/Day Services/Employment staff should also be called in for support. In addition, it is possible that individuals may become ill during this time and if that becomes a concern, we will support them in their own bedrooms at their home for as long as feasible.
5. If any individuals need to be relocated, we would ensure we take their Face Sheet, MSR, medications, and their emergency bag along with them.
6. Food for any of the environments can be used during this time for all individuals present. The 671/675 houses both have a surplus of food should anyone need additional food.
7. Individuals would still attend their day service program as scheduled. Transportation to and from day services would be provided by day service staff, Directors, Coordinators, Assistant Coordinators, Direct Support Staff, or anyone else certified to drive a Lakemary vehicle.
8. There may come a time when providing day support in the home environment is necessary and at that time day services staff can take direction from the Day Services Coordinator and/or Director as to what home to report to.

### **Paola Adult Services Plan**

To maintain continuity of support in the event of a staffing shortage due to unforeseen circumstances, the plan listed below is proposed:

LMC would put every effort into keeping people in their own homes for as long as feasible to ensure the best quality support. However, if it becomes apparent that staffing is not available, LMC could have people temporarily move to the Paola Adult Services building. This decision would be made by the Vice President of Adult Services, with input from leadership staff.

Keeping the following in mind:

1. All Team Leaders, Program Coordinators, PRN staff, Case Management, and all off-duty DSPs would be contacted to come to work. This call would be made by the Vice President or Director, with input from Program Coordinators. As a list of available staff is gathered, they will be assigned into the following staff ratio:
  - a. 1121: 3 staff to 8 people supported & 2 overnight staff
  - b. 1123: Could go 1 staff to 8 people supported
  - c. 306: Could go 1 staff to 8 people supported
  - d. 308: Could go 1 staff to 7 people supported
  - e. House 4: Could go 1 staff to 8 people supported
  - f. SL: Visual checks for those living in the community. Medications are typically dispensed from a med minder. And those living in an apartment attached to an LMC residence can receive support from group living staff.



2. Consideration should be given to making contact with families and/or natural support to see if a person could go home with them for a while. This decision will be made by the Vice President, with input from leadership staff.
3. Nursing staff should also be called in for support, as it is possible the people supported may also become ill. Should that be the case, LMC will support them in their own bedrooms at their home for as long as possible. If the number of people becoming ill continues to grow, consideration will be given to relocating everyone who is ill to the Mesa basement or to a selected residence, based on the number affected from a particular residence.
4. If the above ratios cannot be maintained, transition to Paola Adult Day Services would begin. The Vice President would make this decision, with input from leadership staff.
5. People receiving supported living could be asked to remain in their own homes to keep the census down for some time. If this occurs, we would need to ensure that med minders were set up and operating properly.
6. As people are relocated, LMC will ensure that their Face Sheet, MSR, medications, and emergency bag of clothing are relocated with them.
7. Food can initially be provided by using residential supplies or using the Walmart, Price Chopper, or persons' supported credit card.
8. It is suggested that LMC keep their routine of coming into Day Services, Monday through Friday, for as long as possible. Transportation to and from work can be provided by Program Coordinators, Lakemary Transportation Department or other LMC driving certified employees. It is possible to have a later start time to accommodate needs.

Ratios for each location is listed below:

- a. VAS 1: 1 staff to 6 people supported
- b. VAS 2: 2 staff to 8 people supported
- c. LS 1: 1 staff to 9 people supported
- d. OE 1: 1 staff to 11 people supported
- e. OE 2: 2 staff to 10 people supported
- f. 2 floating staff to rotate and relieve staff or provide support, as needed
- g. Community Employment: Transportation can be provided by a taxi service, or the person can call out of work.

# ACKNOWLEDGEMENT OF UNDERSTANDING

## LAKEMARY CENTER

### ***EMERGENCY PREPAREDNESS, EVACUATION, AND RECOVERY PLAN***

I acknowledge receipt of the Lakemary Center Emergency Preparedness, Evacuation, and Recovery Plan (EPER Plan). I further understand it is my responsibility to know and abide by the procedures and guidelines contained in the Lakemary Center EPER Plan.

I have been informed and understand the Lakemary Center Emergency Preparedness, Evacuation, and Recovery Plan may be updated to include additions and changes to Lakemary Center policies and procedures. I further understand that the most current Lakemary Center EPER Plan is always accessible to me on our website ([www.lakemary.org](http://www.lakemary.org)) or in the Human Resources Department. EPER Plan change notifications will be provided to employees at the time payroll checks and advice are distributed. I agree to review the changes and acknowledge the effective date will begin on the date of distribution.

By my signature below, I also acknowledge that I have received a copy of the handbook, have been presented with an overview, and agree to read the procedures/guidelines contained in this handbook within one week from the date signed. Should I have questions about specific procedures/guidelines I will seek out a Human Resources Representative for clarification. I acknowledge it is my responsibility to read and comply with the Handbook and all future revisions.

In addition, this acknowledgment serves as a formal written notice that non-compliance with all Lakemary Center's policies and procedures are considered gross misconduct and is subject to disciplinary action up to and including termination.

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Signature

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Name (Please Print)

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Date