

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0703 (SF)  
Effective Date: 04-01-07  
Person Responsible: Health and Safety Coordinator

Subject: Evacuation of Facilities  
Last Revision: 01-29-2025

Approvals/Date: Burt Coban 2-3-25 Superintendent, WCBDD Date  
Scott McKen 1/30/25 Department Director/Coordinator Date

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| 1. In the event of any Natural Disaster, Bio-Hazard, Fire, Bomb Threat, Major Utility Interruption, hostage or intruder crisis, or other event requiring evacuation, staff and individuals shall immediately vacate to the facility designated for their evacuation.   |
| 2. Should individual facility evacuation be necessary, the students and staff shall go to the following alternate shelter designations: Wood Lane School (A) (WLS) shall report to the Service and Support Building (B) (SSB) Cafeteria. Community Supports Building (C) (CSB) shall report to the SSB Cafeteria. SSB staff shall report to the WLS Cafeteria and Gymnasium. |
| 3. If all Gypsy Lane facilities require evacuation at the same time, the students and staff shall go to the following alternate shelter designations: WLS to Wood Haven Health Care, CSB and SSB to Job and Family Services.   |
| 4. Once the evacuation is completed, facility supervisors shall wait for contact from the Superintendent or designee informing them to return to their regular work site or make arrangements for transporting students home.  |
| 5. Drills will be conducted monthly, seasonally, quarterly, or annually as procedure dictates in each facility.  |

- References: 01-ALL-ALL-0012  
02-ALL-ALL-0413  
02-ALL-ALL-0440  
02-ALL-ALL-0601  
02-WLS-ALL-0163  
02-WLS-ALL-0702

Forms: 03-ALL-ALL-0902

Attachments: Appendix A: Facility Contact List

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## **FACILITY CONTACT LIST**

**Wood Haven Health Care**

11080 E. Gypsy Lane Rd.  
Bowling Green, OH 43402  
Administrator: Jeff Orlowski  
419-353-8411

**Wood County Job & Family Services**

1928 E. Gypsy Lane Rd.  
Bowling Green, OH 43402  
Administrator: **David Wigent**  
419-352-7566

**BG Community Center**

1245 W. Newton Rd.  
Bowling Green, OH 43402  
419-354-6223  
Contact: **Mike Przysiecki**