

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0413 (SF) Subject: Fire and Tornado Drills and Rapid Dismissals for all Wood County Board of DD Facilities and Programs with the exception of Wood Lane School

Effective Date: 06-21-94 Last Revision: 01-16-2024

Person Responsible: Health & Safety Coordinator

Approvals/Date: Brent Bauer 1/18/24
 Superintendent, WCBDD Date Department Director Date

- QUICK REFERENCE FOR ACTUAL FIRES AT ALL WOOD COUNTY BOARD OF DD FACILITIES AND PROGRAMS:**
1. Call 9-1-1.
 2. Evacuate building.
 3. Notify Superintendent.
 4. Notify Directors.
 5. If weather is inclement, seek temporary shelter, per procedure 02-ALL-ALL-0703 (SF).
- 1. FIRE DRILLS**
- a. Emergency fire drills will be conducted monthly by the Facility Manager or designee. A Report of Emergency Drill Form 03-ALL-ALL-0429 shall be completed, including a written analysis of each drill, and forwarded to the Superintendent or designee. A written plan illustrating main and alternate exits for each location will be posted in appropriate areas.
 - b. Facility Manager or designee may block one exit before each drill is conducted, to practice the use of alternate exits.
 - c. Fire drills will be signaled by the fire alarm system or verbally relayed to all persons in the building. Employees will assist in closing all doors and windows and will exit out of the facility.
 - d. Facility Manager or designee will recheck the building to ensure all persons are out of the facility and will then give instructions for re-entry of the building.
 - e. All hallways, entrances, ramps, and corridors to be kept clear and unobstructed at all times.
 - f. If inclement weather and an evacuation is necessary, please refer to procedure 02-ALL-ALL-0703 (SF).
- QUICK REFERENCE FOR TORNADO WARNINGS AT ALL WOOD COUNTY BOARD OF DD FACILITIES AND PROGRAMS:**
1. Health & Safety Coordinator or designee will contact all Directors.
 2. Health & Safety Coordinator or designee will notify Board employees using the **School Messenger System**.
 3. Notify Superintendent.
 4. Board employees and individuals served will report to their designated tornado safe area(s).
- 2. TORNADO DRILLS**
- a. Emergency tornado drills will be conducted each of the following months; March, April, May, June, and July, by the Facility Manager or designee. A Report of Emergency Drill Form 03-ALL-ALL-0429 shall be completed, including a written analysis of each drill and forwarded to the Superintendent or designee. A written plan illustrating assigned alert areas will be posted in appropriate areas.
 - b. Tornado drills will be signaled via the PA system where available, or verbally relayed to all persons in the building. All persons will go to their assigned areas. All individuals that are non-ambulatory will remain in their chairs. Tornado kits including flashlights will be located in drill areas for use as needed.
 - c. Health & Safety Coordinator will notify Directors when a watch/warning has expired.
 - d. Facility Manager or designee will advise employees when to return to their work areas, on completion of drill or lifting of the watch/warning.

References: **Ohio Administrative Code 5123-4-01 (Q)**
 02-ALL-ALL-0703
 02-ALL-ALL-0719

Forms: 03-ALL-ALL-0429
 03-ALL-ALL-0902

tar\procedure\sf0413