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| 9. If a student is unaccounted for, the checker will look for the student. |
| 10. Checkers will relay information back and forth between classes to the Director of Children's Services/designee continuously during drill alert. |
| 11. The receptionist will remain by the telephone at all times. |
| 12. Teachers will be advised by the Director of Children's Services/designee/checkers when to return to the classroom after the drill or lifting of the watch/warning. |
| 13. At the end of the drill a written analysis of the conduct and effectiveness of each tornado drill shall be prepared by a designated staff member and submitted to the superintendent or designee. See Form 03-ALL-ALL-0429. |

Forms: 02-ALL-ALL-0429
Attachments: Essential Services

02-WLS-ALL-0163/dl

Wood County Board of DD Only
Essential Services - Health & Safety

Only under extraordinary circumstances (i.e. flooding, storm damage, tornado damage, fire, etc.) will all personnel and individuals served need to vacate a building and seek shelter indoors at another location. If there is a need to evacuate, the Superintendent or in the absence of the Superintendent, the designee, shall issue the directive to evacuate and move to the alternate shelter which has been pre-arranged. See Procedures 02-ALL-ALL-0703 Evacuation; 02-ALL-ALL 0413 Fire and Tornado; 02-ALL-ALL-0440 Bomb Threat; 02-ALL-ALL-0601 Natural Disasters; 01-ALL-ALL-0012 Drills and Rapid Dismissal; 02-WLS-ALL-0163 Drills and Rapid Dismissal; 02-WLS-ALL-0702 Lockdown; and the Wood County All Hazards Operating Plan and Pandemic Response Plan. The **Operations Coordinator II (H&S)** is responsible to make arrangements for alternative indoor shelter.

Alternative Shelter

The **Operations Coordinator II (H&S)** will, in writing and at least annually, secure permission and access to the alternative shelter by contacting the host. (Refer to Procedure 02-ALL-ALL-0703, Appendix A - Facility Contact List for designated locations.)

The host agency or company will be notified in advance of the anticipated arrival and the expected time of arrival. Agency staff will be responsible to ensure the orderly transfer of individuals served from the vacated building to the alternative shelter.

The Superintendent/designee and/or **Operations Coordinator II (H&S)** will notify local authorities (local police, hospital, Red Cross, etc.) of the evacuation, the condition of the facilities, any injuries, and why the evacuation was necessary and the exact location of the alternative shelter in case of further disaster. Staff having direct care responsibilities shall be trained in first aid and CPR based on the regulatory standards of acceptable training by the American Red Cross and will coordinate the care of any injured and will bring necessary emergency materials, emergency authorization forms, flashlights and first aid kits. The **Operations Coordinator II (H&S)** will ensure that all individuals served and personnel know evacuation routes and that evacuation routes are reviewed regularly with all personnel and individuals served. Evacuation drills shall be conducted as required by procedure (see above).

All personnel and individuals served should know the location of the alternative shelters.

Enclave site staff will notify persons served of the situation as well as make attempts to notify the manager in charge. All individuals will evacuate to a safe place. If the host company has an alternative policy, that policy should be followed. If the host has an alternative shelter site, then all individuals should go directly to that shelter. The Employment Services Supervisor should review the alternative policies or alternative shelters of the host before an evacuation is necessary.

Essential Services

The WCBDD recognizes that the continuation of essential services is critical to the well being of persons served. In situations where the facility is unable to be utilized due to extraordinary circumstances (i.e. flooding, storm damage, tornado, fire, etc.), Wood Lane will provide or refer persons served to the following essential services:

- o Service Coordination Services
- o Crisis Intervention Services (24 hours per day)

In addition, Wood Lane will make every reasonable effort to obtain an alternate location for providing regular services as soon as possible.

Attachment to:

01-ALL-ALL-0012; 01-ALL-ALL-0175; 02-ALL-ALL-0413 (SF); 02-ALL-ALL-0440 (SF); 02-ALL-ALL-0450 (SF); 02-ALL-ALL-0601 (SF); 02-ALL-ALL-0703 (SF); 02-ALL-ALL-0708 (SF); 02-ALL-ALL-0721 (SF); 02-ALL-ALL-0722 (SF); 02-ALL-ALL-0723 (SF)
 02-WLS-ALL-0163 (SF); 02-WLS-ALL-0702 (SF); 02-WLS-ALL-0704 (SF)