

Shadowfax

Title	Emergency/Disaster Evacuations Policy
Policy Number	ORG.1005.000.000
Policy Owner	Shadowfax Policy Committee
Approved By	Shadowfax Compliance Committee 8-11-21
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Revision Date	
Effective Date	September 1, 2021
Next Review Date	July 2022
Associated Policies	ORG.1006.000.000 Fire Safety, ORG.1007.000.000 Incident Management, ORG.1014.000.000 Workplace Violence and Active Shooter
Associated Procedures	
Associated Forms	

I. POLICY STATEMENT

Shadowfax is committed to the safety of our staff and the individuals we serve.

II. PURPOSE

This policy is intended to provide the requirements to prepare for emergency or disaster evacuations

III. SCOPE

This policy applies to all Shadowfax locations.

IV. GENERAL

This policy is based on the standards set by PA Code Title 55 Chapter 6100, 6400, 2380, 2390, 52, 6 Pa. Code Chapter 11 (relating to Older Adult Daily Living Centers), statutes and regulations.

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V. POLICY

Emergencies may be caused any number of events, including natural disasters, act of terrorism, workplace violence, public health emergencies, disease outbreaks, fires, public evacuation declarations, etc.

Each Shadowfax facility shall have a written emergency plan that provides for:

1. Both individual and staff responsibilities, means of transportation and an emergency shelter location.
2. Shelter of individuals during an emergency including shelter in place at the facility and shelter at locations away from the facility premises.
3. Evacuation of individuals from the facility building and to a location away from the facility premises. The evacuation routes and evacuation plans to exit the building may be the same as those required relating to fire drills, see policy ORG.1006.000.000 Fire Safety.
4. The telephone number of the nearest hospital, police department, fire department, ambulance and poison control center shall be posted by each telephone in the facility and include a procedure for action and who to contact in the event of a public health emergency such as a natural disaster, act of terrorism, or disease outbreak.
5. Evacuation routes shall be posted.
6. Evacuation plans shall provide for removal of all persons from the facility in a single trip.
7. A method for facility staff to contact emergency contacts for individuals as soon as reasonably possible when an emergency arises.
8. A method for facility staff to inform emergency contacts that the emergency has ended and to provide instruction as to how they can safely be reunited, as applicable.
9. Emergency plans shall be reviewed at least annually and updated as necessary. Each review and update of the emergency plan shall be documented in writing and kept on file at the facility location.
10. Each facility person shall receive training regarding the emergency plan at the time of initial employment, on an annual basis and at the time of

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each plan update. The date of each training and the name of each facility person who received the training shall be documented in writing and kept on file at the facility.

11. The emergency plan shall be posted in the facility at a conspicuous location.
12. A copy of the emergency plan and subsequent plan updates shall be provided to the county emergency management agency for the facility location.

VI. OVERSIGHT

Shadowfax's Compliance Committee or their designee(s) (the "Approved By") shall be in charge of the administration of this Policy. The Approved By responsibilities include:

1. Identifying the action steps to come into compliance and directives to maintain compliance and implement the action steps.
2. Periodically reviewing this Policy and monitoring compliance to it.
3. Training responsible parties on their obligations under the Policy.

Revision History

Name	Date	Reason for Changes	Version