

## **4000 SERIES**

### **SAFETY**

- 4050 General Safety
- 4100 Incident Reports/Reporting Procedures
- 4150 Health and Safety Committee
- 4200 Fire Safety
- 4300 Bomb Threat and Response
- 4350 Tornado/Severe Weather
- 4400 Emergency Evacuation Plan
- 4450 Power and/or Phone Outage
- 4500 Act of Terrorism Emergency
- 4550 Lockdown
- 4600 Emergency Services
- 4650 Supervision of Consumers
- 4700 Weapons
- 4750 Vehicle Safety/Driver Responsibility

**POLICY:**

Easterseals Central & Southeast Ohio, Inc. has procedures in place which assure the safety and well-being of consumers, staff, volunteers, and visitors.

**PROCEDURE:**

1. The Health and Safety Committee reviews the following reports: fire drills, incidents, plan of correction, infection control, building issues/inspections, and any other issues/reports relating to safety.
2. Emergency plans for fire, disaster, severe weather, severe life threatening, or other medical emergencies exist and outline staff responsibilities if such an event should occur.
3. The following drills are held at each site and reported to the Health & Safety Committee:
  - i. Bomb Threat Drill
  - ii. Fire Drill
  - iii. Tornado/Severe Weather Drill
  - iv. Lockdown Drill (Hilliard Only)
4. Staff working in consumers' homes is to follow any established emergency plans.
5. It is each staff member's responsibility to be alert for any condition or situation which threatens the safety or well-being of consumers and staff. If an unsafe situation exists, staff must take the necessary steps to immediately correct it, report to the appropriate supervisor and complete an incident report within 24 hours (policy #4100).
6. Vocational Services staff are to follow the procedures of the location in which they are providing services or working.

Originated: 10/85

Reviewed: 10/85, 8/88, 6/91, 2/93, 9/94, 4/96, 3/97, 9/98, 8/2000, 6/02, 10/03, 4/04, 3/05, 11/05, 11/06, 11/07, 11/08, 11/09, 12/10, 1/12, 11/12, 11/13, 11/14, 1/15, 12/16, 12/17, 12/18, 12/19, 12/20

Revised: 10/85, 8/88, 6/91, 2/93, 9/94, 4/96, 3/97, 9/98, 8/2000, 6/02, 10/03, 4/04, 11/06, 11/13, 11/14, 1/15, 12/16

**POLICY:**

Easterseals Central & Southeast Ohio, Inc. has incident reporting procedures in place.

**PROCEDURE:**

1. Reasons for filing an accident/incident/unusual incident report include:
  - a. Any observed or suspected health problem or minor injury, including but not limited to,
  - b. Dental injuries
  - c. Falls
  - d. An injury that is not a significant injury
  - e. Medication errors without a likely risk to health and welfare
  - f. Overnight relocation of an individual due to fire, natural disaster or mechanical failure
  - g. A incident involving two individuals served that is not a peer to peer act major unusual incident
  - h. Any rights code violations or unapproved behavioral supports without a likely risk to health and welfare
  - i. Emergency room or urgent care treatment center visits
  - j. Program implementation incidents
2. Reasons for filling and major unusual incidents:
  - a. Accidental or suspicious death
  - b. Attempted Suicide
  - c. Death other than accidental or suspicious
  - d. Exploitation
  - e. Failure to report
  - f. Law enforcement
  - g. Misappropriation
  - h. Missing individual
  - i. Neglect
  - j. Peer to Peer act
  - k. Physical abuse
  - l. Prohibited sexual relations
  - m. Sexual abuse
  - n. Verbal abuse
  - o. Medical emergency
  - p. Rights code violation
  - q. Significant injury
  - r. Unanticipated hospitalization
  - s. Unapproved behavioral support

3. Incident reports are to be filled out completely and must include causes and contributing factors, prevention plan, and all other relevant information. Staff must report all accidents/incidents/unusual incidents to their supervisor immediately. Report must be sent within 24 hours after the occurrence of the unusual incident. Agency will investigate unusual incidents, identify the cause and contributing factors when applicable, and develop preventive measures to protect the health and welfare of any at risk individuals. Written MUI reports must be reported to the appropriate county board within 4 hours of occurrence.
4. All members of the Senior Management Team must be informed within two working days following the day that staff became aware of a potential or determined MUI involving misappropriation, neglect, physical abuse or sexual abuse.
5. Personal representatives are notified when a health or safety concern occurs. (Except issues relating to allegations of abuse and/or neglect in which the consumer's safety would be compromised by disclosure.)
6. Action will be taken, as necessary, to further investigate and correct or resolve the issues identified on the incident report. Advisor Incident Tracking reports will be printed out monthly. Reports will include trends and patterns, causes and contributing factors along with steps to be taken to prevent reoccurrences and all reasonable steps to prevent reoccurrences will be taken. Monthly reports will be signed by the program coordinator or designee. MUI analysis will be completed annually. The Health and Safety Committee will review incident trends and patterns quarterly and provide a report to Senior Management.
7. If abuse or neglect is suspected, refer to policy #3200.

Originated: 11/84

Reviewed: 8/88, 2/93, 7/93, 4/96, 9/98, 2/2000, 7/02, 10/03, 4/04, 3/05, 11/05, 11/06, 9/07, 11/08, 11/09, 12/10, 1/12, 11/12, 07/15, 5/17, 12/18, 12/19, 12/20

Revised: 8/88, 2/93, 7/93, 4/96, 9/98, 2/2000, 7/02, 10/03, 4/04, 3/05, 11/05, 11/06, 9/07, 1/12, 11/12, 11/13, 1/15, 07/15, 5/17, 10/22

**POLICY:**

Easterseals Central & Southeast Ohio, Inc. has a Health and Safety Committee to monitor and assure that health and safety issues are identified, documented, and corrected in a timely manner.

**PROCEDURE:**

1. All Easterseals programs and activities are monitored by the Health and Safety Committee. The Health and Safety Committee will have no less than 3 members. The Health and Safety Committee chair is appointed by the CEO. Committee members are appointed by the committee chair.
2. The Health and Safety Committee is charged with ensuring the health and safety of consumers, the general public using Easterseals facilities and staff. The Health and Safety Committee will review all incident reports, facility safety and fire safety inspections and reports, and all drill reports. Minutes of Health and Safety meetings are recorded and retained by the committee chair.
3. Health and Safety Committee meetings will be held quarterly.

Originated:

Reviewed: 8/88, 6/91, 2/93, 7/93, 9/94, 10/95, 4/96, 3/97, 9/98, 2/2000, 8/2000, 7/02, 10/03, 4/04, 3/05, 11/05, 11/06, 11/07, 11/08, 11/09, 1/12, 11/12, 11/13, 11/14, 1/15, 5/17, 12/18, 12/19, 12/20

Revised: 8/88, 6/91, 2/93, 7/93, 9/94, 10/95, 4/96, 3/97, 9/98, 2/2000, 8/2000, 7/02, 10/03, 4/04

**POLICY:**

Easterseals Central & Southeast Ohio, Inc. has procedures in place to provide emergency preparedness through regular fire safety drills at all Easterseals Central & Southeast Ohio program sites.

**CENTRAL OHIO OFFICE PROCEDURE:**

1. Fire drills will be conducted monthly; one in the morning and one in the afternoon, and on separate days. Drills will only be conducted between the days of Tuesday and Thursday. Facilities Technician or designee calls the security company and, using the appropriate clearance code(s), provides notification of the drill.
2. A designated staff person activates the alarm panel making note of the time of alarm signal.
3. In response to the alarm, building participants proceed to designated exit or alternate route, if primary exit is blocked. All staff members are to remain alert and provide assistance to consumers leaving the building. Everyone in the building will follow the instructions in the Designated Exits and Safe Distance Areas section, below.
  - a. The last staff member to exit any area turns out the lights and closes the door.
  - b. Classroom teachers will take emergency notebook containing phone numbers for families, medical information, emergency medication, and classroom rosters.
  - c. The receptionist will take the sign in logs from front desk.
4. The alarm is then turned off on alarm panel.
5. The designated staff times the drill, records the time on the in-service drill sheet, and calls all clear. Consumers and staff may re-enter the building.
6. All staff present is required to sign an in-service documentation sheet for each fire drill held.
7. In the event of an actual fire emergency, anyone who discovers a fire pulls an alarm. Employees are to assist consumers as stated above and wait for all clear signal or further instructions. Personal representatives/emergency contacts are to be notified as soon as practical. As per Crisis Communications Policy all communications with media will be coordinated through the Senior Leadership team.

## **DESIGNATED EXITS AND SAFE DISTANCE AREAS**

1. The building will be divided into the following two zones.
  - a. Zone 1: The Lobby, Gym, El Green and Yellow classrooms, the HS Purple and Red classrooms, and front of the building
  - b. Zone 2: The El Orange and Blue classrooms, the HS Green classroom, and any areas not listed above
2. When leaving the building, everyone should use the closest exit and proceed to the designated areas noted below:
  - a. Zone 1: will go to the back side of the Stone Oak Retirement garages located on the west side of the building.  
  
Zone 2: will go to the northeast corner of the parking lot  
  
If anyone in the classrooms exits through an outside classroom door, they must exit the playground and proceed to the northeast corner of the parking lot and wait in the grass.
3. In the event of an actual emergency, Administrative staff should assist classrooms as needed only if it is safe to do so.

### **LAWRENCE COUNTY OFFICE PROCEDURE:**

1. Fire Drills will be conducted monthly. Program Coordinator or designee calls security company and using the appropriate clearance codes provides notification of the drill.
2. A designated staff person activates the alarm panel making note of the time of alarm signal.
3. In response to the alarm, building participants proceed to designated exit or alternate route, if primary exit is blocked. All staff members are to remain alert and provide assistance to consumers leaving the building. Outside of the building, all individuals proceed to front lawn by Basketball Court and wait for all clear signals. The onsite designee goes from room to room making sure they are empty, lights are out, and doors closed.

4. The alarm is turned off on alarm panel.
5. The designated staff times the drill records the time on the in-service drill sheet, and calls all clear. Consumers and staff may re-enter the building.
6. All staff present are required to sign an in-service documentation sheet for each fire drill held.
7. The safety drill documentation is placed in the safety file and submitted to designee.
8. In the event of an actual fire emergency, anyone who discovers a fire is to notify occupants of the building immediately. Employees are to assist consumers as stated above and wait for all clear signal or further instructions.
9. As per Crisis Communication manual all communications with media will be coordinated through the Crisis Communication Team.
10. Consumers/Personal representatives/ emergency contacts are to be notified as soon as possible in the event of an actual fire.

**SHAWNEE REGIONAL OFFICE PROCEDURE:**

1. Fire drills will be conducted monthly. Program Coordinator or designee calls security company and using the appropriate clearance codes provides notification of the drill.
2. A designated staff person activates the alarm panel making note of the time of alarm signal.
3. In response to the alarm, building participants proceed to designated exit or alternate route, if primary exit is blocked. All staff members are to remain alert and provide assistance to consumers leaving the building. Outside of the building, all individuals proceed to front lawn by Easterseals sign and wait for all clear signal. The onsite designee goes from room to room making sure they are empty, lights are out, and doors closed.
7. The alarm is turned off on alarm panel.



8. The designated staff times the drill records the time on the in-service drill sheet, and calls all clear. Consumers and staff may re-enter the building.
9. All staff present are required to sign an in-service documentation sheet for each fire drill held.
10. The safety drill documentation is placed in the safety file, and submitted to designee.
11. In the event of an actual fire emergency, anyone who discovers a fire is to notify occupants of the building immediately. Employees are to assist consumers as stated above and wait for all clear signal or further instructions.
12. As per Crisis Communication manual all communications with media will be coordinated through the Crisis Communication Team.
13. Consumers/Personal representatives/ emergency contacts are to be notified as soon as practical in the event of an actual fire.

**IN HOME SERVICES PROCEDURE:**

1. In Home Services are provided in individual's homes. Therefore the consumer and/or their personal representative have sole authority as to the precautions taken in their homes in regard to fire or other emergency responses. All In Home Services consumers/personal representatives and staff are provided information regarding fire safety and are encouraged to ensure that necessary detectors/alarms, extinguishers, escape routes, drills and other precautions are taken for the consumer's safety. Related issues are reported via incident reporting procedures and reviewed with the consumer/personal representative to take corrective action, if necessary.
2. Individuals who do not live with their family members require In Home Services staff to review fire preparedness with the consumer, ensure escape plans, smoke detectors and extinguishers are available or purchased through the Individual's Service Plan.
3. If amenable, the consumer/personal representative should invite local fire department officials to their home to assess fire preparedness, allow the officials to become familiar with the individual and their home, and make recommendations for improvements. Routine drills should be a part of the Individual's Service Plan and conducted accordingly.
4. In the event of a fire, the staff person will assist the consumer(s) with whom they are working to exit the home.
5. Staff will assist the consumer to an area sufficiently safe from the home exited. If possible the staff person will call the fire department, personal representative or emergency contact, and Easterseals management to report the incident.
6. Staff are not to return to the home until approval is provided by fire department personnel and Easterseals management.
7. Staff will complete a Major Unusual Incident report, which will be routed through management, the Health and Safety Committee and appropriate local authorities.
8. As per the Crisis Communications manual, all communications with media will be coordinated through the Crisis Communications team.

**VEHICLE PROCEDURES**

1. One emergency evacuation drill shall be held every three months. The drills shall be timed to assure that procedures provide for an orderly and expedient exiting from the vehicle.
2. The first exit drill shall be followed by at least one verbal review of the emergency exit drill prior to the second exit drill.
3. Passengers whose participation in an exit drill poses substantial difficulty to themselves or to other passengers shall be excused and/or excluded from exit drill participation. Passengers excluded shall receive oral instructions in bus safety and exit drills at least three times during the school year.
4. Drills shall be held upon Easterseals premises. Drills on the highway are only warranted under conditions necessary for "life and emergency safety."

**PROCEDURE FOR DRILLS IS AS FOLLOWS:**

1. Shut off motor, set hand brake, leave bus in gear, and pull keys.
2. The driver shall point out the location and explain the operation of each window and door. Explain usage of fire extinguisher, first aid kit and reflector placement before each drill.
3. Have two staff at the main exit door. They should go out the emergency door and stand on each side of the door to assist students from the bus. Provide instruction to helpers that they should offer a helping hand, palm up, and avoid grasping a client's hand or arm. The driver will personally supervise and time this operation and assist.
4. Assign a staff member to get the fire extinguisher ready for use and remove the first aid kit for use. The driver should show the staff or clients how to use the fire extinguisher. (Do not actually use)
5. Clients must exit to a safe location off the roadway when they leave the vehicle.
6. Explain that all personal articles are to be left on the bus and retrieved after the drill or emergency.
7. The staff are responsible for the evacuation of any non-ambulatory clients.

Originated: 12/77

Reviewed: 1/84, 6/90, 9/91, 2/93, 7/93, 10/94, 10/95, 4/96, 3/97, 9/98, 8/2000, 1/03, 4/04, 3/05, 11/05, 11/06, 11/07, 11/08, 11/09, 12/10, 1/12, 11/12, 11/13, 9/14, 11/14, 1/15, 2/16, 5/17, 2/18, 12/19, 12/20, 1/22  
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**POLICY:**

Easterseals Central & Southeast Ohio, Inc. has procedures in place for response to bomb threats.

**PROCEDURE:**

1. Staff are required to complete Bomb Threat Drill training annually.
2. Person receiving threat notifies another staff person to call 911 or emergency services for assistance. The staff on the line with the bomb threat shall attempt to ask a series of questions found on the FBI Bomb Data Program card located by each outgoing telephone. The staff calling 911 shall inform others in the building to evacuate the building touching as little as possible.
3. When a bomb threat is received all communication shall be documented.
4. Verbal communication is preferable to the use of the fire alarm in the event of a bomb threat.
5. Facility Staff or designee will be responsible for shutting off and reactivating utilities.
6. All staff and visitors leaving the building shall be instructed to leave all purses, briefcases, personal packages, and lunch boxes in the building. Nothing should be turned on or off or unlocked. Otherwise, the evacuation procedures in policy #4400 will be followed.
7. All persons shall remain outside the building and follow instructions of Bomb squad upon availability. Facilities staff will assist Bomb squad as needed.
8. As per the Crisis Communications Policy, all communications with media will be coordinated through the Crisis Communications team.

Originated: 12/77

Reviewed: 8/90, 6/91, 7/93, 9/94, 4/96, 9/98, 8/2000, 1/03, 4/04, 3/05, 11/05, 11/06, 11/07, 11/08, 11/09, 12/10, 1/12, 11/12, 11/13, 11/14, 1/15, 2/16, 5/17, 2/18, 12/19, 12/20

Revised: 8/90, 6/91, 7/93, 9/94, 4/96, 9/98, 1/03, 4/04, 3/05, 11/05, 11/06, 11/14, 1/15

**POLICY:**

Easterseals Central & Southeast Ohio, Inc. has procedures in place at all program sites to provide emergency preparedness in the event of tornado/severe weather.

**CENTRAL OHIO OFFICE PROCEDURE:**

1. If threatening weather occurs, the receptionist will listen to the weather radio announcements for alerts. The receptionist will notify any administrative staff.
2. During a tornado watch, if a tornado is sighted or conditions significantly worsen, even without warning sirens, the tornado/disaster procedure may be implemented. Any staff person hearing tornado sirens, other than the test sirens, are to activate the system. During a tornado warning, the community sirens sound for three minutes every ten minutes.
3. The staff person blows a whistle over the public address system and repeatedly says, loudly, "Tornado Warning, Tornado Warning."
4. Staff are to ensure that all consumers reach a tornado safe space as noted by signage. All staff are to account for all consumers present that day. Senior managers or the Facilities Technician should check the building to see that everyone has reached a safe area. The following steps should be taken:
  - Employees remove pictures and other objects from walls
  - Sit down and face inside wall of nearest corridor
  - Cover Head
  - Staff is to make every attempt to calm others
  - Remain until intermittent sirens stop and administrative staff and/or Health & Safety Committee members determine that the danger has passed
5. Health & Safety Committee members are to be alert to any weather changes and be ready to carry out the procedure.
6. Personal representatives/emergency contacts are to be notified as soon as practical.
7. As per the Crisis Communications manual, all communications with the media will be coordinated through the Crisis Communications team.
8. Tornado/severe weather drills are to occur monthly in Central Ohio from April through October.

**LAWRENCE COUNTY OFFICE PROCEDURE:**

1. During a tornado watch, staff are to be alert to changes in the weather and be prepared to move to the safe area if necessary.
2. During a tornado warning, staff is to assist consumers and visitors to the safe area until all clear is sounded.
3. In the event of an actual tornado, staff will assist consumers to the Interior hallway covering their heads as much as possible and attempting to keep consumers calm.
4. Program Coordinator or designee is to check the building to ensure everyone has reached a safe area and that all doors are secured. Program Coordinator or Designee in charge is responsible for turning off power to the building.
5. Once in the safe area the following steps should be taken:
  - Employees remove pictures and other objects from walls
  - Face the wall
  - Cover Head
  - Remain Calm
  - Staff is to make every attempt to calm others.
6. Personal representatives/emergency contacts are to be notified as soon as is practical.
7. As per the Crisis Communications Manual, all communications with the media will be coordinated through the Crisis Communications team.
8. The Program Coordinator or designee will conduct a tornado drill monthly from April through October by using a whistle.

**SCIOTO COUNTY OFFICE PROCEDURE:**

1. During a tornado watch, staff are to be alert to changes in the weather and be prepared to move to the safe area if necessary.
2. During a tornado warning, staff will assist consumers and visitors to the safe area until all clear is sounded.

3. In the event of an actual tornado, staff is to assist consumers to the lunchroom covering their heads as much as possible and attempting to keep consumers calm.
4. Program coordinator or designee is to check the building to ensure everyone has reached a safe area and that all doors are secured. Program coordinator or designee in charge is responsible for turning off power to building.
5. Once in safe area the following steps should be taken:
  - Employees remove pictures and other objects from walls
  - Face the wall
  - Cover head
  - Remain calm
  - Staff is to make every attempt to calm others
6. Personal representatives/ emergency contacts are to be notified as soon as is practical.
7. As per Crisis Communication manual, all communication with media will be coordinated through the crisis communication team.
8. The Program Coordinator or designee will conduct a tornado drill monthly from April through October by using a whistle.

**SHAWNEE REGIONAL OFFICE PROCEDURE:**

1. During a tornado watch, staff are to be alert to changes in the weather and be prepared to move to the safe area if necessary.
2. During a tornado warning, staff is to assist consumers and visitors to the safe area until all clear is sounded.
3. In the event of an actual tornado, staff will assist consumers to the Interior hallway covering their heads as much as possible and attempting to keep consumers calm.
4. Program Coordinator or designee is to check the building to ensure everyone has reached a safe area and that all doors are secured. Program Coordinator or Designee in charge is responsible for turning off power to the building.

5. Once in the safe area the following steps should be taken:
  - Employees remove pictures and other objects from walls
  - Face the wall
  - Cover Head
  - Remain Calm
  - Staff is to make every attempt to calm others.
6. Personal representatives/ emergency contacts are to be notified as soon as practical.
7. As per the Crisis Communication Manual, all communications with the media will be coordinated through the Crisis Communications team.
8. The Program Coordinator or designee will conduct a tornado drill monthly from April through October by using a Whistle.

#### **IN HOME SERVICES PROCEDURE:**

1. In Home Services are provided in individual's homes. Therefore the consumer and/or their personal representatives have sole authority as to the precautions taken in their homes in regards to tornado or other emergency responses. All In Home Services consumers/personal representatives and staff are provided information regarding tornado/severe weather safety and are encouraged to ensure that necessary detectors/alarms, extinguishers, escape routes, drills and other precautions are taken for the consumer's safety. Related issues are reported by employees via incident reporting procedures and reviewed with the consumer/personal representative to take corrective action, if necessary.
2. In the event of a tornado warning or tornado the staff person will assist the consumer(s) with whom they are working to a bathroom, closet or interior room. If possible take a battery powered radio to the safe area.
3. Staff will wait with the consumer until it is evident the tornado has passed. If possible the staff-person will call the fire department, personal representative or emergency contact and Easterseals management to report the incident.
4. Staff will complete an incident report, which will be routed through management, the Health and Safety Committee and appropriate local authorities.
5. As per the Crisis Communications manual all communications with media will be coordinated through the Crisis Communications team.



6. All In Home Services consumers/personal representatives and staff are provided information regarding tornado safety and are encouraged to ensure that necessary drills, escape routes and other precautions are taken for the consumer's safety. Related issues are reported via incident reporting procedures and reviewed with the consumer/personal representative to take corrective action, if necessary.
7. Tornado drills/procedures are dependent upon family's instructions and location of the consumer and employee at the time of the drill/tornado.
8. Staff are not to return to the home until approval is provided by fire department personnel and Easterseals management.

Originated: 1/84

Reviewed: 8/88, 11/89, 8/90, 6/91, 2/93, 7/93, 9/94, 10/95, 3/97, 9/98, 2/2000, 1/03, 4/04, 3/05, 11/05, 11/06, 11/07, 11/08, 11/09, 12/10, 1/12, 11/12, 11/13, 11/14, 1/15, 2/16, 5/17, 2/18, 12/19, 12/20, 1/22

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**POLICY:**

Easterseals Central & Southeast Ohio, Inc. has procedures in place for the evacuation of all program sites in the event of an emergency.

**CENTRAL OHIO OFFICE PROCEDURE:**

In the event of an emergency, other than Fire (Policy 4200), Bomb Threat (Policy 4300) or Tornado (Policy 4350), such as gas leak, noxious fumes, hazardous chemical spill, equipment failure, etc., the following procedures are to be carried out:

1. Person detecting a safety problem shall report observations to a supervisor immediately.
2. Senior Management and/or Safety Committee members are to be notified immediately.
3. Any available Senior Manager and/or Safety Committee members are to activate the Emergency Evacuation Plan immediately.
4. Call 911.
5. Communicate plan of action to staff/consumers through the public address system.
6. If emergency merits, consumers and staff are to be removed to lobby. Receptionist to bring the front desk visitors sign-in log. Teachers are to take the emergency notebook containing phone numbers for families, medical information, emergency medication, and classroom rosters. Human Resources will follow the same procedures as in policy #4200. If leaving the building, all staff and consumers are to go to Hilliard Pediatrics located at 3855 Trueman Ct. Personal representatives will be informed of the incident and any actions taken via phone or note.
7. Return to building, if safe to do so only after clearance is given by authorities, senior management and/or safety committee members.
8. If unable to return to building send consumers home. Senior Management and/or Safety Committee determine when to begin informing personal representatives, information shall include: Conditions for evacuation, possible side effects and safety precautions taken by staff.

**SCIOTO COUNTY OFFICE PROCEDURE:**

In the event of an emergency, other than fire (policy 4200), Bomb Threat (policy 4300) or Tornado (policy 4350), Such as gas leak, noxious fumes, equipment failure, etc., the following procedures are to be carried out:

1. Person detecting a safety problem shall report observations to the site manager or designee.
2. Call 911.
3. Communicate plan of action to staff/ consumers/public.
4. If emergency merits, consumers and staff are to be removed to the parking lot and sent home as soon as possible. Coordinator or designee is to bring roster of consumers, staff phone numbers, and emergency phone numbers. Personal representatives will be informed of the incident and any actions taken via phone or note.
5. Senior Management is notified.
6. Return to building, if safe to do so only after clearance is given by authorities and site management.
7. If unable to return to building, send consumers home. Site manager or designee will determine when to begin informing personal representatives, information shall include: Conditions for evacuation, possible side effects and safety precautions taken by staff.

**SHAWNEE REGIONAL OFFICE PROCEDURE:**

In the event of an emergency other than Fire (Policy 4200), Bomb Threat (Policy 4300) or Tornado (Policy 4350), such as gas leak, noxious fumes, equipment failure, etc., the following procedures are to be carried out:

1. Person detecting a safety problem shall report observations to the site manager or designee.
2. Call 911.
3. Communicate plan of action to staff/consumers/public.

4. If emergency merits, consumers and staff are to be removed to the parking lot and sent home as soon as possible. Coordinator or designee is to bring roster of consumers, staff phone numbers, and emergency phone numbers. Personal representatives will be informed of the incident and any actions taken via phone or note.
5. Senior management is notified.
6. Return to building, if safe to do so only after clearance is given by authorities and site management.
7. If unable to return to building, send consumers home. Site manager or designee will determine when to begin informing personal representatives, information shall include: Conditions for evacuation, possible side effects and safety precautions taken by staff.

**LAWRENCE COUNTY OFFICE PROCEDURE:**

In the event of an emergency other than Fire (Policy 4200), Bomb Threat (Policy 4300) or Tornado (Policy 4350), such as gas leak, noxious fumes, equipment failure, etc., the following procedures are to be carried out:

1. Person detection a safety problem shall report observations to the site manager or designee.
2. Call 911.
3. Communicate plan of action to staff/consumers/public.
4. If emergency merits, consumers and staff are to be removed to the parking lot and sent home as soon as possible. Coordinator or designee is to bring roster of consumers, staff phone numbers, and emergency phone numbers. Personal representatives will be informed of the incident and any actions taken via phone or note.
5. Senior management is notified.
6. Return to building, if safe to do so only after clearance is given by authorities and site management.
7. If unable to return to building, send consumers home. Site manager or designee will determine when to begin informing personal representatives, information shall include: Conditions for evacuation, possible side effects and safety precautions taken by staff.

**IN HOME SERVICES PROCEDURE:**

In the event of an emergency, other than Fire (Policy 4200), Bomb Threat (Policy 4300) or Tornado (Policy 4350), such as gas leak, noxious fumes, equipment failure, etc., the following procedures are to be carried out:

1. Ensure that the consumer is transported a safe distance from the problem area.
2. Call 911.
3. If possible, contact personal representative for instructions regarding a meeting place.
4. Call In Home Services Coordinator via the pager system and update thereafter of any significant changes in the situation or their location.
5. Employee and consumer can return to the residence when authorities and In Home Services Coordinator determine that the residence is safe to re-enter.
6. A detailed report of the incident must be submitted to the In Home Services Coordinator within 24 hours.

Originated: 1/84

Reviewed: 5/90, 8/91, 2/93, 7/93, 9/94, 4/94, 3/97, 9/98, 8/2000, 1/03, 4/04, 3/05, 11/05, 11/06, 11/07, 11/08, 11/09, 12/10, 1/12, 11/12, 11/13, 11/14, 1/15, 5/16, 5/17, 12/18, 12/19, 12/20

Revised: 5/90, 8/91, 2/93, 7/93, 9/94, 4/94, 3/97, 8/2000, 1/03, 4/04, 3/05, 11/05, 11/06, 11/08, 11/13, 11/14, 1/15

**POLICY:**

Easterseals Central & Southeast Ohio, Inc. has procedures in place, at all program sites, in the event of a power or phone outage.

**CENTRAL OHIO OFFICE PROCEDURE:**

If a power and/or phone outage occurs the following guidelines will be employed:

1. Facilities Technician, Safety Committee member, or designee calls the electric company to determine the cause and estimate the duration of the outage. Facilities Technician, or Safety Committee member informs Senior Manager or designee of arrangements needed to restore power and obtain permission to do repairs.
2. Emergency lighting turns on in the hallways. Flashlights (battery operated) are available at the front desk, in classrooms, program rooms, and Facility Staff's office.
3. Facility Staff, Safety Committee member or designee will transmit pertinent information by intercom (if operational) or designee relays information to building occupants.
4. Employees are to assist consumers/visitors in remaining calm and help with transitioning to seating in chosen lighted areas (via emergency lighting, natural light from windows or from flashlights). As a safety precaution, all building occupants must limit movement until power is restored and/or further instruction(s). Flashlights can be used to access bathrooms.
5. Equipment: employees are to unplug computers, printers and other electronic equipment after power outage occurs and before power is restored.
7. In the event of an extended outage, consumers' parents/personal representatives will be notified as appropriate.
8. If building temperature extremes occur that would put building occupants at risk, the Senior Manager or designee will determine if there is a need to close programs.
9. If there is a need to close programs, the Senior Manager or designee brings consumers, visitors, and employees to their lobby until transportation to their homes is arranged.



**SCIOTO COUNTY OFFICE PROCEDURE:**

1. In the event of a power failure, emergency lights will come on.
2. The coordinator or designee to determine the length and cause of the outage contacts the power company.
3. If the temperature outside is extremely hot or cold., personal representatives and Scioto County Board of DD will be notified and arrangements will be made to transport or have individuals transported home. The site manager or designee may place this call.

**SHAWNEE REGIONAL OFFICE PROCEDURE:****POWER OUTAGE:**

1. In the event of a power failure, emergency lights come on.
2. Staff and consumers are to meet in the Front Lobby where the room is lit by natural light.
3. The power company is contacted by the Site Manager or designee to determine the length and cause of the outage.
4. If the temperatures outside are extremely hot or cold, personal representatives and Ross County Board of DD will be notified and arrangements will be made to transport or have individuals transported home. This call may be placed by the Site Manager or designee.
5. Site Manager or designee notifies the Central Office of the outage and that consumers were sent home and the expected length of the outage.

**PHONE OUTAGE:**

1. In the event of phone outage, cell phones will be used.
2. Site Manager or designee will report outage to telephone provider.
3. Site Manager or designee will contact County Board of DD and Central Ohio Office to report outage and any known length of time of said outage.
4. When appropriate, Site Manager or designee will notify consumer homes of the phone outage and provide them an alternative means of contact.



**LAWRENCE COUNTY OFFICE PROCEDURE:****POWER OUTAGE:**

1. In the event of a power failure, emergency lights come on.
2. Staff and consumers should meet in an area lit by natural light.
3. The power company is contacted by the Site Manager or designee to determine the length and cause of the outage.
4. If the temperatures outside are extremely hot or cold, personal representatives and Lawrence County Board of DD will be notified and arrangements will be made to transport or have individuals transported home. This call may be placed by the Site Manager or designee.
5. Site Manager or designee notifies the Central Office of the outage and that consumers were sent home and the expected length of the outage.

**PHONE OUTAGE:**

5. In the event of phone outage, cell phones will be used.
6. Site Manager or designee will report outage to telephone provider.
7. Site Manager or designee will contact County Board of DD and Central Ohio Office to report outage and any known length of time of said outage.
8. When appropriate, Site Manager or designee will notify consumer homes of the phone outage and provide them an alternative means of contact.

**IN HOME SERVICES PROCEDURE:****POWER OUTAGE**

1. Call the appropriate power company and report the problem. (If the issue is a gas/heating outage, go to another location to make any phone calls to avoid a possible explosion.)
2. Call the consumer/personal representative to inform of the concern, and make alternative arrangements should the problem not be corrected in a reasonable period of time.
3. Call In Home Services coordinator via the pager system and provide a full report on the situation.
4. Employee will inform In Home Services coordinator of any change in conditions or change in their location.

5. Employee will write an incident report and submit within 24 hours.

**PHONE OUTAGE**

1. Attempt to contact the phone company via a neighbor or other source.
2. If necessary, call the personal representative and In Home Services coordinator.

Originated: 9/92

Reviewed: 7/93, 4/96, 3/97, 8/2000, 1/03, 4/04, 3/05, 12/05, 11/06, 11/07, 11/08, 11/09, 12/10, 1/12, 11/12, 11/13, 11/14, 1/15, 5/16, 5/17, 12/18, 12/19, 12/20

Revised: 7/93, 4/96, 3/97, 8/2000, 1/03, 4/04, 3/05, 12/05, 11/06, 11/08, 1/12, 11/12, 11/13, 11/14, 1/15

**POLICY:**

Easterseals Central & Southeast Ohio, Inc. has procedures in place to respond to an act of terrorism.

**PROCEDURE:**

Acts of terrorism may include, but are not limited to, use of chemical weapons (nerve gas), exposure to viral agents (smallpox), radioactive weapons (radiation exposure) and bombings.

1. Once we become aware of an act of terrorism, as with all emergencies, listen to local radio and television for information on program closing and instructions from local authorities. If appropriate, attempts will be made to contact other offices.
2. If a red alert is announced, we will remain open and conduct normal activities unless instructed differently by local emergency management authorities.
3. If directed to do so, we will “shelter-in-place”. That means keeping individual(s) inside until we are advised it is safe to release them. No one will be allowed in or out of any facility during that time. Only authorized representatives are able to enter a home environment and it is suggested that no one leave. Personal representatives may be advised by radio or television media when it is safe to pick up the individual or return home. For more information, see section #4550.
4. Disaster supplies will be maintained at each facility, and it is suggested at each consumer home consisting of, but not limited to, first aid supplies, non-perishable foods (enough for 3-day supply), bottled water, items for personal hygiene, battery powered radio, flashlight(s), and extra batteries.

Crisis Management Institute: [www.cmionline.org](http://www.cmionline.org) or [cmi@cmionline.org](mailto:cmi@cmionline.org)

Originated: 4/03

Reviewed: 4/04, 3/05, 11/05, 12/06, 11/07, 11/08, 11/09, 12/1, 11/09, 12/10, 1/12, 11/13, 11/14, 1/15, 5/16, 5/17, 12/18, 12/19, 12/20

Revised: 4/04, 1/15

**POLICY:**

Always remember to remain calm and without panic. Agencies with youth present must remember to ensure proper supervision at all times and communication to affected parents. Emergency preparedness drills should be conducted regularly to help staff and participants become familiar with procedures. Familiarity prior to crisis situations will assist staff to maintain calm and order during an emergency.

**CENTRAL OHIO OFFICE PROCEDURE:****PROCEDURE:**

Staff, members, and parents of youth should be informed of emergency procedures, how to respond and who to contact during emergencies.

More information may be available from the American Red Cross, local police and school officials.

**Lockdown:**

1. When to activate a Lockdown
  - a. When notified to do so by local police or government
  - b. When an armed person (gun/weapon) is identified in the facility or on the grounds
  - c. The sound of a discharged firearm is heard
  - d. A child has been identified as missing
2. Activating a Lockdown
  - a. The CEO or their designee may activate a Lockdown when an appropriate (see above) emergency is evident
  - b. Any immediate life-threatening situation must be reported immediately
  - c. Anyone observing or suspecting a dangerous situation must immediately notify CEO or their designee
  - d. The CEO or their designee will immediately notify the Police upon activation of a Lockdown

**Prior to an emergency:**

1. Review lockdown and evacuation procedures with staff, patrons, youth and parents. Clearly communicate how parents should respond to the emergency and how their children will be protected.
2. Identify communication strategies for notifying police, fire, health officials, staff, patrons and parents. These may include radio, landlines, cell phones, text messages, email, and other means. Secondary means for communications should be identified in the event the primary communication method is not available. Prepare phone and other communication lists.
3. Identify meeting room - select an internal room, preferably one without windows or those in the facility to assemble.

**During an emergency:**

1. Activate Lockdown
2. Notify all concerned parties
3. Staff account for all children and occupants
4. Secure facility, post signage
5. Move to meeting place/room
6. Wait for further instructions and/or until Lockdown is cleared

**Shelter in Place:** Plans for reaction to the atmospheric or environmental release of chemical, biological or other hazardous materials should include a Shelter in Place procedure. Shelter in Place means to seek shelter at a designated location and seal the premises when notified by authorities.

**When to activate Shelter in Place procedures**

1. When notified to do so by local police or government
2. When notified through radio, television or other emergency communication system
3. When a hazardous chemical has been released

**Activating Shelter in Place**

1. The CEO or their designee may activate these procedures when an appropriate (see above) emergency is evident.

**Prior to an emergency:**

1. Review procedures with staff, patrons, youth, and parents. Clearly communicate how parents should respond to the emergency and how their children will be protected.
2. Identify communication strategies for notifying police, fire, health officials, staff, patrons and parents. These may include radio, landlines, cell phones, text messages, email, and other means. Secondary means for communications should be identified in the event the primary communication method is not available. Prepare phone and other communication lists.
3. Identify meeting room - select an internal room, preferably one without windows and with a telephone for those in the facility to assemble.
4. Prepare supplies necessary to seal the meeting place/room

**During an emergency:**

1. Activate Shelter in Place procedures
2. Notify all concerned parties
3. Staff account for all children and occupants
4. Secure facility, post signage
5. Deactivate air handling system(s)
6. Forward calls to meeting room phone
7. Move to meeting place/room
8. Seal room
9. Wait for further instructions

Local officials are the best source of information, following their instructions during and after emergencies is the safest choice. Shelter in Place instructions are usually provided for durations of a few hours.

Originated: 12/14

Reviewed: 5/16, 5/17, 12/18, 12/19, 12/20

Revised: 1/15

**POLICY:**

Easterseals Central & Southeast Ohio, Inc. follows the following procedure for medical emergencies.

**CENTRAL OHIO OFFICE PROCEDURE:****Children:**

- a. In case of medical emergency, call 911. If the injury is of a serious nature such as a seizure, fainting or unconsciousness, the emergency squad will be called, and the consumer will be transported per personal representative consent form. A staff person will accompany the child to the hospital and will remain with the child until a personal representative arrives.
- b. A staff member shall notify the personal representative or appropriate emergency contact and/or designated physician/dentist of the emergency as soon as possible.
- c. An unusual incident report will be completed by staff as per the guidelines set by the licensing board requirements for their program.

**Adult Consumers, Staff, and Volunteers:**

- a. In case of medical emergency, call 911. Adults will be transported by the Emergency Squad, as necessary. Emergency phone numbers are located at all agency phones. Visitors who experience a medical emergency will be given appropriate medical assistance and transported by squad as necessary. A staff person will offer to accompany the consumer to the hospital. If the staff is asked to accompany the consumer they will remain at the hospital until a personal representative arrives.
- b. A staff member shall notify the appropriate emergency contact and/or designated physician/dentist of the emergency as soon as possible.
- c. An unusual incident report will be completed by staff as per the guidelines set by the licensing board requirements for their program.

**SCIOTO COUNTY OFFICE PROCEDURE:**

1. SOMC Hospital will provide emergency service for Easterseals program consumers, visitors, or staff. A staff person if available, if available will accompany the consumer to the hospital and will remain with the consumer until a personal representative arrives.
2. Staff or visitors who experience a medical emergency will be given appropriate medical assistance and transported by squad, as necessary.
3. A staff member shall notify the personal representative or appropriate emergency contact and / or designated physician/ dentist of the emergency as soon as possible, emergency numbers are maintained on premises. 911 service should be called for all emergencies. Persons will be transported in our vans only for minor injuries, which are clearly safe to transport.

If personal representatives will not be present during service provisions, the personal representative must authorize emergency treatment via a release form for when they are absent from the treatment services. Such authorization is kept in the consumer's case file.

**SHAWNEE REGIONAL OFFICE PROCEDURE:**

1. In case of a medical emergency, Adena Regional Medical Center will provide emergency services for any Easterseals consumers, visitors or staff. A staff person, if available, will accompany the consumer to the hospital and will remain with the consumer until a personal representative arrives.
2. Staff or visitors who experience a medical emergency will be given appropriate medical assistance and transported by squad, as necessary.
3. A staff member shall notify the personal representative or appropriate emergency contact and/or designated physician/dentist of the emergency as soon as possible. Emergency numbers are maintained on premises. 911 service should be called for all emergencies. Persons will be transported in our vans only for very minor injuries, which are clearly safe to transport.
4. If a personal representative will not be present during service provision, the personal representative must authorize emergency treatment via a release form for when they are absent from the treatment services. Such authorization is kept in the consumer's case file.



An unusual incident report will be completed by staff as per the guidelines set by the licensing board requirements for the program.

**LAWRENCE COUNTY OFFICE PROCEDURE:**

1. Cabell Huntington Hospital or St. Mary's Medical Center will provide emergency service for Easterseals program consumers, visitors, or staff. A staff person, if available will accompany the consumer to the hospital and will remain with the consumer until a personal representative arrives.
2. Staff or visitors who experience a medical emergency will be given appropriate medical assistance and transported by squad, as necessary.
3. DD client Service Support Administrator's will be notified immediately. Their numbers are maintained in client charts and in the emergency book.
4. The Coordinator or designee will notify the personal representative or appropriate emergency contact as soon as possible. Emergency numbers are maintained in charts and in the emergency book.
5. A personal representative will be with the client when possible, during transport and treatment. Emergency medical authorization/information is on file in DD client charts and emergency book.

**IN HOME SERVICES PROCEDURE:**

1. All consumers have a signed emergency medical treatment release in their file and available in the consumer's file maintained at their home.
2. In the event of a minor injury staff may transport the consumer to the hospital of the consumer's/personal representative's choice. This information is contained in the emergency contact form.
3. In the event of a medical emergency employees will:
  - a. Ensure the consumer's safety and check ABCs as trained in CPR.
  - b. Contact emergency services via 911, or via local emergency services phone numbers in those areas absent the 911 service.
  - c. Implement first-aid and/or CPR, if needed.
  - d. When emergency squad arrives, inform them of the choice of hospital as noted in the emergency information packet.

- e. Stay with consumer, if permitted to do so.
- f. Contact personal representative and In Home Services management as soon as possible.
- g. Emergency packets are available for all consumers and the enclosed information details the hospital of choice made by the consumer/personal representative.
- h. Write incident report as per the guidelines set by the licensing board requirements for the program.
- i. Management will submit report to County Board of DD within 24 hours.

Visitors who experience a medical emergency will be given appropriate medical assistance and transported by squad, as necessary.

Originated: 7/85

Reviewed: 8/88, 6/91, 2/93, 9/94, 4/96, 9/98, 8/2000, 1/03, 4/04, 3/05, 11/05, 11/06, 11/07, 11/08, 11/09, 12/10, 1/12, 11/13, 11/14, 1/15, 5/16, 5/17, 12/18, 12/19, 12/20

Revised: 8/88, 6/91, 2/93, 9/94, 4/96, 8/2000, 1/03, 4/04, 3/05, 11/05, 11/06, 11/07, 11/08, 12/10, 11/11, 03/14, 11/14, 1/15, 5/17

**POLICY:**

Easterseals Central & Southeast Ohio, Inc. has procedures in place to assure the safe supervision of consumers.

**PROCEDURE:**

1. All consumers of services will be closely monitored by employees throughout scheduled service time. A primary responsibility of employees is to ensure the health and safety of all consumers.
2. No consumer shall ever be left alone or unsupervised. The employee must stay with the consumer until relieved by a responsible adult or employee.

Employees cannot transfer responsibility for a consumer to any person other than the personal representative, transportation providers or other individuals designated by the personal representative. Release of consumer by Easterseals to adults other than personal representative must be arranged in advance, preferably in writing. If arrangements have not been made, responsibility for the consumer will not be transferred.

In some cases, a written plan may allow unsupervised time for consumer.

3. Persons other than consumers present during scheduled service times are NOT the responsibility of Easterseals staff.

Originated: 8/79

Reviewed: 7/93, 9/94, 4/96, 3/97, 9/98, 2/2000, 8/2000, 1/03, 4/04, 3/05, 11/05, 11/06, 11/07, 11/08, 11/09, 12/10, 1/12, 11/13, 11/14, 1/15, 5/16, 5/17, 12/18, 12/19, 12/20

Revised: 7/93, 9/94, 4/96, 3/97, 2/2000, 8/2000, 1/03, 11/14, 5/17

**POLICY:**

Easterseals Central & Southeast Ohio, Inc. has procedures in place to protect consumers and staff.

**PROCEDURE:**

1. Each Easterseals facility will post notice that it is illegal to carry a firearm, deadly weapon, or dangerous ordinance anywhere on the premises, with the exception of authorized public law enforcement personnel. Easterseals will refuse the entry of any individual found to possess a weapon.
2. Any employee who becomes aware of the presence of a weapon on the premises of any Easterseals operated site must immediately report the situation to a supervisor.
3. The supervisor will immediately report the situation to the appropriate law enforcement agency.
4. As soon as is feasible, the CEO or designee will be notified. Supervisor needs to receive a copy of the police report and follow up with an incident report to the CEO within 24 hours.
5. For the safety of our in-home staff, Easterseals will request that weapons kept in consumers' homes be maintained in a safe manner.

NOTE: For the purpose of this policy, a weapon is defined as: "any instrument capable or appearing to be capable of causing bodily injury to a person" including but not limited to, loaded, or unloaded firearms, pellet guns, b-b guns, inoperable replica firearms, knives, stun guns, other "look-alike" weapons.

Originated: 2/94

Reviewed: 4/96, 9/98, 8/2000, 1/03, 5/04, 3/05, 11/05, 11/06, 11/07, 11/08, 11/09, 1/12, 11/13, 11/14, 1/15, 5/16, 5/17, 12/18, 12/19, 12/20

Revised: 4/96, 8/2000, 1/03, 5/04, 11/05, 11/14

**POLICY:** Easterseals Central & Southeast Ohio, Inc. has in place procedures for the safe transport of consumers and transporting responsibilities.

**PROCEDURES:**

1. No non-consumers or family members of consumers will be transported by Easterseals staff, regardless of the vehicle being driven for consumer transport.
2. Easterseals owned vehicle procedures:
  - a. Any vehicle owned by Easterseals is to be used for Easterseals business only. No Easterseals vehicle is permitted to be used for personal reasons or to run personal errands.
  - b. No one under 21 years of age is permitted to drive vehicles owned by Easterseals.
  - c. Routine vehicle maintenance is conducted as directed by vehicle make, model and year specifications but no less than semiannually on all Easterseals owned vehicles and must be documented. Preventative maintenance shall include but not limited to regular oil changes, lubrication, tire pressure and replacement, brake and rotor replacement and fluid checks. All buses will go through annual inspections through the State Highway Patrol in May of each year.
  - d. Safety checks are conducted at least monthly and recorded on the Easterseals Vehicle Safety Checklist. These are maintained on-site. Any issues or concerns will be reported to the designated supervisor for necessary repair.
  - e. Pre-trip inspections should be conducted and documented each time a vehicle is used for consumer transportation. Any concerns should be reported to the designated supervisor.
  - f. A driver's abstract from the Bureau of Motor Vehicles will be obtained for all employees who may operate a vehicle owned by Easterseals at the time of hire and every year thereafter and kept in the personnel file. In the event, an employee has 6 points or more on their driver's abstract they are ineligible to operate company owned vehicles.
  - g. Any citation, license suspension, or license cancellation received by an employee must be reported to the supervisor by the close of the next business day. Failure to do so may result in disciplinary action up to and including termination.

3. Privately owned vehicles:
  - a. The appropriate Easterseals management staff or designee will conduct an initial safety check on any privately owned vehicle prior to use for transportation of consumers. This will be documented on the Easterseals Vehicle Safety Checklist. This will be maintained on-site.
  - b. Safety checks will be conducted annually thereafter. These will be maintained on-site.
  - c. Transporting a consumer in a vehicle that has not been through a safety check or not passed a safety check, may result in disciplinary action up to and including termination.
  - d. Employees who operate a motor vehicle are required to have a valid state-issued motor vehicle operator's license, which is appropriate, for the vehicle he/she drives. Employees who are required to transport consumers may not have six (6) points or more on their driving record. In the event an employee who provides direct services to individuals served has 6 or more points their employment may be terminated.
  - e. Employees, who transport consumers/volunteers in their personal vehicles, are required to have and provide proof of liability insurance covering the vehicle he/she operates and must maintain coverage throughout employment. Failure to maintain proper coverage may result in termination.
  - f. Any citation, license suspension, or license cancellation received by an employee must be reported to the supervisor by the close of the next business day. Failure to do so may result in disciplinary action up to and including termination.
4. Easterseals staff, when transporting consumers, will comply with the following:
  - a. Observe all speed limits, traffic laws, and traffic signs.
  - b. Secure all consumers and passengers (staff) in a seat belt or use appropriate safety straps to secure wheel chairs. All safety devices must be worn at all times. All unoccupied wheelchairs must be secured anytime they are being carried.

- c. Observe the organization's "Drug and Alcohol Workplace Policy." If taking prescription medication that might impair driving ability, obtain from the prescribing physician a written statement indicating whether he/she can operate a motor vehicle safely. The supervisor or designee must be informed when this occurs.
- d. Cell phones and personal electronic devices may not be used while operating a vehicle.
- e. If radio is played, it should be at a volume that allows the driver to hear all passengers.
- f. In the event of an accident, employees will ensure the immediate health and safety of persons served, contact appropriate emergency response personnel and law enforcement. The employee's supervisor will be contacted. Employees will ensure a police report is obtained and an incident report is filed with their supervisor.
- g. In the event of a roadside emergency the employee should contact their supervisor for instructions.
- h. In the event of a medical emergency the employee should safely pull off the road, call 911 and begin First Aid/CPR procedures.
- i. Complete appropriate information requested on the transportation log for each transport.
- j. Provide a seat protector in hot weather when transporting consumers in a vehicle with vinyl/leather seats to prevent burning.
- k. No smoking or tobacco is permitted in any Easterseals vehicles.
- l. If transporting in personal vehicle employees are not permitted to smoke while the consumer is in the vehicle.
- m. No eating in vehicles while transporting consumers.

Originated: 5/06

Reviewed: 11/06, 11/07, 11/08, 11/09, 12/10, 1/12, 11/13, 11/14, 1/15, 5/16, 5/17, 12/18, 12/19, 12/20

Revised: 11/08, 11/13, 1/16, 5/17, 8/18