

**BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: INDIVIDUALS SUPPORTED INFORMATION**

SUBMITTED BY: Kathleen Swantek	DATE SUBMITTED: 05/20/80	SECTION: Emergency Procedures	
BOARD APPROVED ON: 06/04/80	DATE REVISED: 08/15/18, 08/12/2020	SUBJECT: Tornado Plan	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 08/15/18, 08/12/2020		POLICY #: IE-004	PAGE #: 1 of 3

I. APPLICATION

The provision stated herein shall apply to all individuals supported by Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

It shall be the policy of the organization to assure the safety of individuals supported and employees in BWDH licensed residential group homes and to comply with licensing rule 400.1945 by completing a tornado drill once a month, April through October, and documenting the drill including the date on a written record.

III. NOTIFICATION/PROCEDURE

TORNADO WATCH IN EFFECT

WHO

DOES WHAT

Employee

1. Notify each person in the building of the watch.
2. Instruct all employees, individuals supported and guests who are outside to return to the building.
3. Account for all individuals supported.
4. Assign an employee to monitor radio and television broadcasts for further information about the tornado watch.
5. Check to make sure that all evacuation routes are clear for use by the individuals supported, employees and visitors.
6. Review the Tornado Procedure Plan (TPP) with employees and individuals supported.

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III. NOTIFICATION/PROCEDURE (continued)

TORNADO WARNING IN EFFECT

WHO	DOES WHAT
Employee	<ol style="list-style-type: none"> 1. Request all employees, individuals supported and guests in the building to proceed in a calm and orderly manner to the designated area and follow the TPP. 2. The proper position to be maintained during a warning is on knees and elbows with hands over the back of head. 3. Assist non-ambulatory individuals supported out of wheelchairs and help them assume the position, if possible. 4. Monitor the county emergency alert system for further weather developments.

ALL CLEAR

After an "all clear" has been received indicating that the tornado watch or warning has been cancelled, all individuals may return to their normal activity.

EVENT OF A TORNADO STRIKES:

WHO	DOES WHAT
Employee	<ol style="list-style-type: none"> 1. Check all individuals for injuries. If no serious injuries exist but damage has been sustained to the home, proceed to the nearest exit and notify the program supervisor.
Program Supervisor	<ol style="list-style-type: none"> 2. Notifies the division director
Division Director	<ol style="list-style-type: none"> 3. Notifies the executive director

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III. NOTIFICATION/PROCEDURE (continued)

TORNADO DRILL:

WHO	DOES WHAT
Program Supervisor	1. Responsible for insuring that tornado drills occur.
Employee	2. Carry out tornado drills.
	3. The employee will announce there will be a tornado drill.
	4. Employees are to follow the TPP by directing the individuals supported to the designated location.
	5. After all employees and individuals supported have been accounted for, an employee will announce "all clear" and return all individuals supported to daily activities.
Program Supervisor	6. The Evacuation Drill Form if the drill is over 3 minutes or there is a refusal to go to designated area a corrective action plan shall be completed and review with the interdisciplinary team, individual supported, and employees. The supervisor shall discuss with the employee and individuals supported to explain any problems that occurred during the drill. The report would then be filed in the appropriate location in home.
	7. Individuals supported that are new to the home should participate in one tornado drill within the first 30 days.

IV. EXHIBITS

- A. Evacuation Drill Form
- B. Tornado Procedure Plan (TPP)