

## EMERGENCY PREPAREDNESS POLICY

An emergency of any kind (a hurricane, a tornado, heat stroke, wildfires, flooding, etc) may occur at any time. It is essential that staff and clients be familiar with emergency preparedness so that they know what to do before, during, and after an emergency situation. Knowing what to do, when to do it, where to go or whether to go is key to emergency preparedness.

Training in emergency preparedness is required for all staff. Staff will:

- be familiar with emergency preparedness
  - types of emergencies
  - what to do before, during, and after an emergency
  - resources available regarding emergencies
- help the client and his circle of support (guardian, advocate, family member, etc) complete an **Emergency Preparedness Communication & Supplies List** form
- be able to respond efficiently to an emergency
- be familiar with resources available in preparation of an emergency

Staff are responsible for informing and educating each client about what an emergency is, what to do before, during, and after an emergency, and what things are needed to be prepared for an emergency.

An **Emergency Preparedness Communication & Supplies List** is required for each client and is completed on Intake and Annually (every April) and if there is a change that impacts the individual's information (change of address, phone #, contacts, physician, new emergency management information, etc).

In an emergency such as a hurricane, any client who will go to a shelter **MUST** have completed a Special Needs Registration form **BEFORE** the emergency:

- \*\* SNAP Form Pasco
- \*\* Special Needs Registration Pinellas

Other available information is available on the internet:

- \*\* Special Needs Shelter Fact Sheet
- \*\* Tips for Evacuating Vulnerable Populations - Get A Plan
- \*\* Hurricane Guide "Official Guide for the Tampa Bay Area" Pasco County (2011)
- \*\* Hurricane Guide "Survive the Storm" Pinellas County

I have read and fully understand the Emergency Preparedness Policy and agree to follow its dictates.

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Staff Signature

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Date