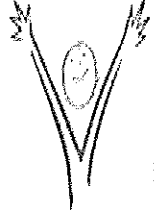
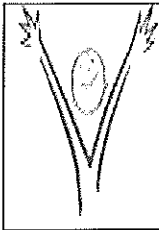


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**I. BACKGROUND/STATEMENT OF PURPOSE**

Fire, floods, snow/ice storms, extreme wind chill factors, tornadoes, etc. will be perceived in varied ways by the average person, but to trained personnel, all of these varied disasters present essentially the same need to respond in uniform, pre-planned ways. Effective emergency preparedness and response operations are dependent upon the prior planning, coordination, and cooperation of staff and individuals served, as well as police, fire, and various other public and private agencies that may be called upon to perform duties in conjunction with such an occurrence. Each incident may differ by type, area, location, number of persons affected, and extent of damage, but the responsibilities of staff basically remain the same.

The purpose of this plan is to serve as a guide to assure the coordinated efforts of the responsible staff and the safety of all individuals. By being familiar with this plan, all personnel will have learned a set of basic procedures that will allow them to react in the same manner at all times during a drill or actual emergency situation. All drills, whether fire or disaster, will be carried out in a conscientious manner so staff will become familiar with the different procedures involved. It is not intended to limit or restrict initiative, judgment, or independent action required to ensure appropriate and effective emergency operations. At the same time, freedom of initiative cannot be used as an excuse for failure to take necessary coordinated action to successfully accomplish objectives.

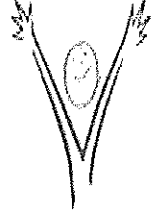
The emergency plan shall be followed for the proper protection of individuals and employees in the event of an actual or threatened internal or external emergency. In the event of such an incident, it may be necessary to evacuate either the total facility or a large segment due to unsafe conditions.

**II. POLICY**

Vanderheyden will maintain and abide by an Emergency Preparedness and Response Plan. This plan addresses recommended courses of action for facility and staff preparedness, staff response, and resident management. While this plan attempts to be comprehensive in describing the roles of all staff, some staff groups may have more detailed procedures to use in training of their staff and protections of persons and property under their care.

The purpose of this Emergency Preparedness and Response Plan is to assist Vanderheyden in assuming its role of responsibility to residents and staff in the event of a disaster. By being familiar with this plan, all personnel will have learned a set of basic procedures that will allow them to react in the same manner at all times during a drill or actual emergency situation. All drills, whether fire or disaster, will be carried out in a conscientious manner so staff will become familiar with the different procedures involved.

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An emergency is any situation that cannot be handled by the ordinary or assigned personnel on duty at the time and considered an emergency of sufficient magnitude to warrant sounding an alarm. Personnel will operate on an emergency basis as provided for in this manual until such time as the situation had been declared resolved or ended by the person or persons in authority.

Fire, tornadoes, explosions, and many other disasters resulting in the necessity for emergency procedures to be implemented usually occur without advance notice and, at best, with only a few minutes of warning. They will be perceived in varied ways by the average person, but to trained personnel all of these varied disasters present essentially the same need to respond in uniform, pre-planned ways. Any one or combination of these disasters will necessitate orderly emergency operations by Vanderheyden staff. Thus, staff will be thoroughly trained and prepared to function calmly and effectively under emergency conditions and to make rapid, prudent decisions. All personnel are responsible for remaining aware of fire and disaster plans and procedures, as well as participation in drills. Emergency phone numbers are posted and accessible to personnel.

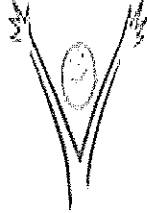
The comprehensive Emergency Preparedness and Response Plan is located on the V.E.I.N., and a hard copy plan is also contained in all divisional/departmental offices. Review of the Emergency Preparedness and Response Plan is incorporated into new staff orientation and ongoing staff development presentations.

**III. CHAIN OF COMMAND**

An emergency may be declared by the President and Chief Executive Officer, Chief Financial Officer, Vice President of Operations, Director of Facilities, or designee, as having the authority to do so. However, when as a result of person and/or property being in immediate danger, any person shall have the authority to sound an alarm for fire and/or to report an impending disaster.

Participation in emergency/disaster planning is a responsibility of all personnel. However, in accordance with this policy, the President and Chief Executive Officer, Chief Financial Officer, and/or Vice President of Operations have overall responsibility for responding to the emergency/disaster situation(s). The President and Chief Executive Officer, Chief Financial Officer, Vice President of Operations, and/or Director of Facilities are the vehicle(s) through which all emergency procedures are monitored, evaluated, and implemented.

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**IV. COMMUNICATION WITH THE MEDIA**

The President/CEO will review the situation and its consequences or possible consequences with the Board of Directors. In conjunction with the Board of Directors, he/she will determine the most appropriate way to share information on the situation with the press and the public.

If contacted for comment by the media, staff members, other than the official spokesperson, should refrain from making statements. The following information should be given to the media by staff members in such situations: "The person authorized to comment about this situation is the President and Chief Executive Officer". If not present, the media may be given a known alternate phone number where he/she may be reached by personnel authorized to do so (include number).

**V. ALTERNATE EMERGENCY WORKSITES**

**A. Primary Command Center**

Executive Conference Room  
614 Cooper Hill Road  
Wynantskill, NY 12198

**B. Alternate Command Center**

Bessey Group Home  
250 Pawling Avenue  
Troy, NY 12180

**C. Mooradian Welcome Center**

614 Cooper Hill Road  
Wynantskill, NY 12198

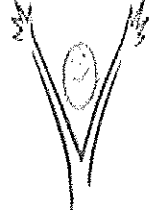
**VI. FIRE CONTROL PREPARATION**

Fire safety procedures have been established for the protection of residents, staff, volunteers, and families/visitors. All personnel are trained on these procedures and will comply with them whenever the fire alarm is sounded.

**A. FIRE DRILLS**


1. Required Site Information
  - a. Each program or service area has posted the following information:
    - i. Primary exits
    - ii. Secondary exits

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- iii. Alternative exits
  - iv. Evacuation plans
- b. The original written records of fire drills are sent to the Quality Assurance Department. Copies are maintained in a log that is kept in each program or service main office. These logs contain:
  - i. Instructions for the use of alarm systems
  - ii. Protocol for notifying appropriate agency personnel in the event of a fire
  - iii. Individuals Self Preservation tests
  - iv. Information which should be reported in the log includes, but is not limited to problems with appropriate response on the part of staff and/or individuals, problems with equipment, the amount of time elapsed from the start of the drill to complete evacuation, etc.
  - v. Number of people accounted for
- c. All fire drills are carried out in accordance with the Life Safety Code:
  - i. During each year of operation, all living units will hold a minimum of twelve (12) evacuation drills, including at least one (1) per month, with four (4) occurring on each shift (7a-3p, 3p-11p, and 11p-7a). Alternative exit drills should be practiced. Also, a fire drill must be conducted whenever there is a modification to the house plan. This drill must take place within 24 hours of said change. New staff should participate in a drill within 1<sup>st</sup> month.
  - ii. **Richard A. Desrochers Education Center** - *Fire Drills are conducted a minimum of twelve times a year, with eight of them having to occur between the start of the school year and December 31<sup>st</sup>.*
  - iii. In the IRA's, the evacuation plan must be reviewed every month. A fire drill must be conducted whenever there is a modification to the house plan. This drill must take place with 24 hours of said change. Fire drill must also be conducted when an individual returns from the hospital after an inpatient stay or has had changes in ability to ambulate.
  - iv. All staff members are taught the use of firefighting equipment during orientation. The use of firefighting equipment is reviewed with all staff on at least an annual basis through annual refreshers.
- d. Individual's served non-compliance
  - i. Individuals served who display an inability to respond to evacuation and fire drills will receive training in appropriate response within 24 hours of the original drill. Another drill must be conducted within 24 hours under the same conditions/circumstances.
- e. Employee's non-compliance

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- i. Staff members who do not respond appropriately during fire drills will receive training/supervision within one work day. Continued failure to respond appropriately during fire drills will result in disciplinary action.

2. General Procedures

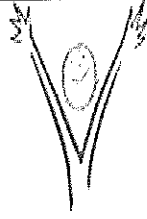
- a. When the alarm sounds or when instructions are given to evacuate, begin the evacuation immediately. Never return back into a burning building.
- b. Do not cause excitement or fear in the individuals served, rather maintain your composure and keep full control over the evacuation procedure.
- c. Keep individuals grouped, assist those that need assistance and proceed to the nearest available exit.
- d. When reaching the outdoors the group should assemble at their designated area (see below). Once assembled a person should do a head count to account for all present. The group will remain there until given permission to return to the house.

**B. FIRE SAFETY APPARATUS AND REPORTING**

1. Fire Safety Equipment and Maintenance

- a. The program or service area will have a sufficient number of fire extinguishers, which are located in easily accessible areas. Fire extinguishers are to be checked monthly and documented on the Monthly Environmental Checklist.
- b. Early warning smoke detectors, carbon monoxide detectors and other protective equipment, as required by federal, state, and local law, are present in the program or service area.
- c. All fire extinguishers are inspected annually by a contracted service vendor; the date of inspection is clearly marked on each fire extinguisher. Copy of the inspection maintained within the program.
- d. All fire extinguishers have instructions clearly marked.
- e. The fire alarm system is tested and all smoke detectors are vacuumed and tested quarterly by a contracted service vendor. A record of the dates of cleaning and inspection is maintained within the program and facilities office. Any deficiencies and/or problems with the alarm system will be reported immediately to the Maintenance On-Call.
- f. All fire exits are maintained in a good working condition, fire doors are operable at all times, corridors leading to fire exits are clear and free of any obstacles, and no fire doors shall be propped open, unless; magnetized metal fire doors are installed.

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2. Reporting

- a. Fires will be reported in writing on the "Agency Fire Incident Report" form. The Administrator on Duty, Principal is responsible for notifying and completing the "Agency Fire Incident Report", as well as submitting the form to Quality Assurance. All fires on campus must be reported to the OCFS Regional Office by phone within 24 hours of occurrence, and the form must be faxed to OCFS.

**VII. FIRE/SMOKE ALARM RESPONSE**

It is the Director of Facilities responsibility to develop and maintain an open line of communication with the various local fire, police, and other appropriate emergency service authorities in the community who will respond during a fire-related emergency situation.

All employees shall be instructed in how to respond to a fire, and it is important for all staff to be knowledgeable about fire suppressions. All staff should follow the site specific Emergency Exit Procedures posted at each building site throughout agency.

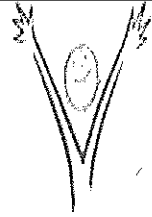
If you see fire or smell smoke, and the fire alarm is not sounded, pull the fire alarm pull station closest to you at once. In the event of a fire, staff should be prepared to take the following action:

1. Evacuate all persons from the building **IMMEDIATELY** (senior staff person on site is responsible for this task).
2. Pull the alarm at the nearest alarm box or by calling 911. If calling in, give your name, the building address, and stay on the phone until you are sure the emergency operator has all of the information they need. Emergency phone numbers will be posted next to the phone. Remove anything you are able to do safely, confine smoke and exit.
3. Avoid noise and excitement.
4. Be certain that all persons are out of the location and at the designated gathering site (senior staff person on site is responsible for this task).

**Campus**

- C-1, C-2, C-3, C-4, and C-5 assemble at the top of the stairs going down to the school; C-6 assembles in the rear parking lot, next to the cottage; C-7 assembles at the bottom of the walkway from C-7, at the corner of the old school.
- Business, Clinical, and Health Services Departments assemble in the circle.
- Recreation and MIS Departments assemble at the rear parking lot, next to Bush Cottage.
- Maintenance Department assembles in the back parking lot next to the maintenance garage.
- Mooradian Building assembles in the grass circle next to the flag pole.

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- Education Department assemblies – rear exiting will assemble at the pavilion – front exiting will assemble in the Mooradian Building parking lot.

**Richard A. Desrochers Educational Center**

- If exiting the front of the school all students and staff are to assemble at the Gazebo. If exiting the back of the school all students and staff are to assemble at the Pavilion.

**IRAs and Apartments**

- Huntley assembles by the outside fireplace.
- Woodlawn assembles by the small shed/van.
- Van Hoesen assembles in the parking lot next to the shed.
- Pawling Avenue assembles on the side of Monroe Court away from house.
- Philo assembles out of house to the right, 2 houses away.
- Van Leuvan assembles at the top of the stairs in parking lot.
- CSI Apartments: Assembles at the nearest parking lot.

**SILP**

- Troy Hills: Assembles at the nearest parking lot.

**Group Homes**

- Bessey Home assembles at the end of the driveway, roadside away from roof.
  - Rubin Home assembles at the house directly across the street.
5. At the gathering site, check to make sure everyone is accounted for (senior staff person on site is responsible for this task). Load off campus residents and staff into assigned vans until the all clear is given by the on the scene Fire Chief.
  6. Make sure that no one reenters the building until it is approved by the Fire Chief (senior staff person on site is responsible for this task).

**VIII. DISASTER PREPARATION**

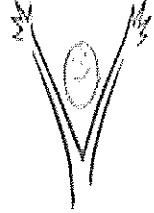
The purpose of a disaster plan is to assist Vanderheyden personnel in assuming their role of responsibility to residents, staff, and adjacent communities in the event of a disaster, whether natural or man-made.

In this region of the Country, the main concern for natural disasters are tornadoes, hurricanes, high winds, snow and/or icing conditions, extreme wind chill factors, and occasionally floods. Non-natural disasters may include military emergencies.

The objective of Vanderheyden is to remain open during normal working hours in order to provide services to residents. When the office at an employee's designated building is open, it is the staff person's responsibility to make all reasonable efforts to be in the office during assigned work hours.



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Vanderheyden residences shall keep and maintain emergency supplies for such potential situations. Supplies shall include:

- Two (2) flashlights with two (2) sets of extra batteries
- A battery operated radio (with 2 extra sets of batteries) for receiving local reports
- At least five gallons of bottled drinking water
- At least 6 heavy blankets
- First aid kits
- Food (3 meals a day for each resident times number of days evacuated)
- Shelter/Lodging

**IX. DISASTER RESPONSE**

Disaster Response procedures have been established for the protection of residents, staff, volunteers, and families/visitors.

Should such a weather emergency occur without warning, be during normal operational hours, and the decision to close Vanderheyden facilities is made, then any persons present at the facilities, including employees, must leave the building(s). If conditions are such that local officials are highly recommending people not travel, then Vanderheyden will accommodate all staff and individuals at the facility until an all clear is given or staff choose to leave on their own.

In the event that the President and Chief Executive Officer, Chief Financial Officer, Vice President of Operations, Director of Facilities , or designee decides to close or delay one or more buildings, staff will be notified by email and telephone.

***A. FLOOD***

In the case of a flood, all sites will have a radio on and tuned to a station that broadcasts local emergency reports. This radio should have both AC/DC capability or a battery radio should be available. When a flood warning is received:

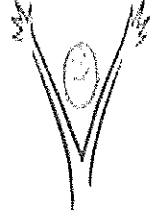
1. Staff and residents will be directed to the appropriate facility or area.

***B. TORNADO***

Generally accepted terminology:

- *Tornado Watch* - The first alerting message from the National Weather Service. The object of the watch is to alert people in the potentially threatened area to the possibility of tornadoes.
- *Tornado Warning* - A tornado warning is issued when an actual tornado has been sighted by human eyes or detected by radar.

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If a *tornado watch* has been issued, staff should keep tuned in to the radio or television for the latest news and instructions. Telephones should be used on a limited basis in order to keep emergency lines open.

If a *tornado warning* has been issued for all or any part of the area where the facility is located, all staff and residents in the designated working area should relocate to the interior of the facility, to designated shelters, and be prepared to take the following action if the situation becomes worse:

1. Take cover against the walls of an inside corridor in a basement or at the lowest floor possible.
2. Take cover against the walls of an inside corridor in a basement or at the lowest floor possible.
3. Keep all windows closed in each room and stay away from them.
4. If time permits, shut off electricity and fuel lines and remove heavy objects such as lamps, computers, etc. from desks and table tops and place them in cabinets or closets. However, lights should remain **ON**.
5. A radio should be tuned on to monitor the latest storm reports.
6. If the situation becomes very severe, lie on the floor near supporting walls. Any removable cushions from chairs and/or couches should be removed and placed on each individual. If possible, get under heavy furniture.
7. All persons should remain sheltered until the **ALL CLEAR** condition has been reported.


At any time permissible throughout such an emergency, the Director of Facilities will notify the President and Chief Executive Officer, Chief Financial Officer, and/or Vice President of Operations and report any injury to staff and/or residents and the extent of damage if any. Relocation of residents and/or materials will also be reported at that time.

***C. BLIZZARD/FREEZING RAIN/LIGHTNING/WIND CONDITIONS***

When a blizzard or freezing rain is present, staff should minimize travel as much as possible. The Director of Facilities will contact maintenance so that sidewalks and parking lots can be cleared, salted, or sanded. Staff are encouraged to wear non-slip footwear.

When lightning is present, residents and staff should stay away from metal portions of the building's structure and minimize electrical use. If phones are used, they should be held a few inches away from the user's ear. When severe winds are present, residents and staff should stay away from outside windows. Staff working on the computer network should save documents frequently and avoid using database entry or posting screens. Following severe thunderstorms or strong winds, the Director of Facilities or designee should survey the outside of building for downed or loose electrical wires. National Grid Power Company should be contacted immediately in the event of downed electrical wires.

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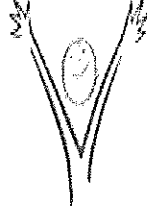
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***D. BOMB THREAT***

In the event a Vanderheyden facility receives a call of a suspicious or threatening nature or receives a written or face-to-face verbal indication threatening that a bomb has been placed or will be placed in the facility, staff are to respond as follows:

1. Take any and all bomb threats seriously, regardless of the caller's or informant's demeanor, and make notations on the Incident Report Form or any available paper if the form is not readily available. If a suspicious package is received or discovered, do not attempt to open or move it. Notify your immediate supervisor on-site and then notify the Director of Facilities, or in his/her absence the President and Chief Executive Officer, Chief Financial Officer, Vice President of Operations, or designee. Call the police and wait their instructions.
2. For called in or face-to-face threats, remain calm and NOTE THE EXACT TIME. This is most important since most bombs are activated by some type of watch or clock which restricts the "Bomber" to a twelve hour period or less.
3. Ask all questions that could be helpful in locating the bomb or that would be helpful in case it is a hoax.
4. Ask for the location of the bomb by saying, "did you say the bomb is in the \_\_\_\_\_?"
5. Ask for time of possible detonation. If the caller/individual specifies a time, ask him/her to repeat the exact time and note whether or not the caller used the twenty-four hour time system.
6. Inform the caller/individual that the building is occupied with personnel and/or residents and a bomb could result in death or injury to innocent people.
7. Prolong the conversation as long as possible while noting background noises such as motors running, music, and other sounds which may give a clue as to the location of the caller. Attempt to note the physical description of any individual making a face-to-face bomb threat.
8. As soon as the caller hangs up, DO NOT HANG UP YOUR PHONE OR OTHER WISE DISCONNECT FROM THE LINE and report the above information immediately to your on-site Supervisor who then will notify Director of Facilities, President and Chief Executive Officer, Chief Financial Officer, Vice President of Operations, or designee who then shall immediately notify the appropriate legal authorities using an alternate phone/line. The person notifying authorities should tell them that the phone line the caller called in on has not been hung up and follow instructions given at that point.
9. For face-to-face bomb threat situations, attempt to get the attention of another staff member. Should you be successful in having the individual engage another in conversation, then at the earliest possible and most opportune time attempt to dial 911. Should you notice another staff member being engaged in an obvious conversation with an individual making a bomb threat, then notify immediate on-site Supervisor who will

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- notify the Director of Facilities, President and Chief Executive Officer, Chief Financial Officer, Vice President of Operations, or designee who will in turn call the police.
10. Do not exit buildings unless directed by police.
  11. Any communication with the media should be referred to the the President and Chief Executive Officer, Chief Financial Officer, and/or Vice President of Operations. Evacuation from the building should occur in accordance with the established Emergency Exit Procedures. Personnel and residents are to exit the building in accordance with established routes of evacuation. All personnel and residents are to relocate no less than five hundred feet (500) away from the building to protect against the possibility of flying debris if a bomb is activated. If possible, all electricity, gas, and other fuel lines should be cut off at the main power source. If necessary, use flashlights and battery operated lanterns for illumination.

When the building has been evacuated, controls should be maintained to make certain no one can enter or re-enter the building. Under no circumstances should employees/residents make any attempt to locate the bomb. Reentry to the building should occur only after the all-clear signal has been issued by the appropriate law enforcement authority.

***E. UTILITY EMERGENCIES (SYSTEM/NETWORK FAILURE)***

In the event of an electrical power failure, check outside to see if any others buildings, street lights, and/or neighbor houses have power. If there is power other than your property contact Building Administrator or AOD and request the assistance of the On-Call Maintenance Technician.

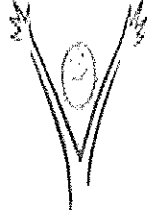
If you see other buildings with no lights on, street lights not lighted, and houses not lighted it is a pretty good indication that the electrical grid for your area is down.

In the event of a natural gas emergency call 911, extinguish any source of fire or heat that might ignite the gas. Residents and staff will evacuate the building, opening windows without delaying the evacuation or otherwise endangering life. Make your necessary notifications from the safety of your vehicle. Await further instructions from the On Scene Fire Chief or Law Enforcement.

In the event of a phone line failure Staff are encouraged to check the fax line (if applicable) to make authorized / designated calls until the commercial / residential phone line has been restored. Cellular phones could also be utilized if equipped.

You can call New York State Electric & Gas (NYSEG) 1-800-572-1131 to verify by your address of interruptions in your area. If the power company tells you you're not their customer call National Grid Power Company (NGRID) 1-800-867-5222 to obtain information about the power failure.

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Also notify the AOD who will in turn notify the Director of Facilities, Director of Facilities will notify: President and Chief Executive Officer, Chief Financial Officer, and/or Vice President of Operations.

You will need to use available flashlights assigned to your area. Disaster Preparedness Kits (if available) should not be deployed for a commercial power outage unless directed to do so by higher authority.

**Electrical Power Outages with Generator Support**

If you have a backup generator dedicated to your residency no action is required on your part. There is an automatic transfer switch that operates the generator once commercial power is lost. These generators are stand-alone and cannot be opened by unauthorized personnel.

**Electrical Power Outages without Generator Support**

Upon contacting the AOD after you've confirmed with your utility company of loss of power by grid, and the power company expects to have the power on in a certain amount of time. Give this information to the AOD so the On Call Maintenance Technician can deliver, and setup a portable generator with two (2) dedicated leads for lighting of the interior. These leads are insulated, UL protected, and safe to plug lamps into.

**Electrical Power Outages with Solar Support and Generator**

If you have a solar system on your roof or on pedestals in the backyard there is no action on your part. The solar powered panels will continue to draw energy and store in the battery packs (if applicable). If there are no battery backup packs the generator transfer switch will delay 2-4 seconds before automatically starting the generator.

**Electrical Power Outages with Solar Support and No Generator Support**

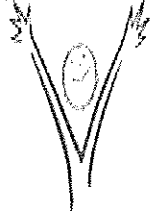
If you have a solar system on your roof or on pedestals in your backyard there is no action on your part. You should not be experiencing an electrical power outage when everyone else around you is currently out of commercial power. The battery backup packs will last up to 96 hours without sun or illumination.

***F. NUCLEAR ATTACK***

In the event of a nuclear attack, staff are to respond as follows:

1. Follow instructions given by the authorities over the radio.
2. If evacuation is not possible, persons will proceed to the basement or windowless hallway, lying face down, flat on the floor, using their hands and arms to cover their head and neck.

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***G. HAZARDOUS MATERIAL SPILL***

In the event of a chemical or hazardous material spill, staff are to respond as follows:

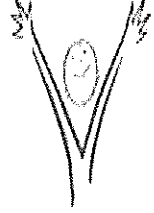
1. Notify Administer
2. Isolate area
3. Administrator to assess spill and notify Director of Facilities
4. If a large quantity spill that poses a hazard, contact fire department and emergency medicate services
5. Evacuate building

***H. CHEMICAL/CLINICAL/EMERGENCY HOSPITAL PLAN***

In the event that a client or employee is injured, exposed to chemicals/bodily fluids, or becomes ill to the extent that immediate medical care is necessary, the following procedures should be implemented as appropriate:

1. Emergency First Aid - Staff should use standard first aid practices to attend to the needs of injured party/parties utilizing universal precautions.
2. Transportation - If the injured party is unconscious, incapacitated by neck or back injury, or non-ambulatory, then 911 is to be called immediately for transportation to emergency room facilities. When calling the ambulance service, staff are to give their name, name of injured staff member, details of injury and location of emergency. A staff member is to be assigned to wait outside near the street to direct the ambulance.
3. If the injured party is ambulatory and it appears safe to do so, staff and/or family members may transport the injured person to the emergency facility via agency vehicle (1<sup>st</sup> preference) or private vehicle (2<sup>nd</sup> preference). In all cases, a staff member remaining at the facility should phone ahead to inform the emergency facility staff/physician of the en route emergency. An ambulance should be called if the first aider cannot determine if the injured person is ambulatory or not.
4. If it is difficult to determine whether the employee or client is ambulatory or not, refer to #2 and call the ambulance for transportation.
5. Notification of Vanderheyden Authorities - In such emergency cases as above, the responding staff is responsible for immediately notifying the Supervisor and Director of Facilities or injured staff's Supervisor of the situation and all actions taken. If the incident/injury involved a client, it becomes the responsibility of the Clinical Program Director, Program Manager, or designee to notify the client's family/legal guardian as well. In this event, the Clinical Director is responsible for coordinating such notification.
6. Required Documentation
  - a. Incident/Injury Report - Responding staff are responsible for completion of an Incident Report Form, as per Vanderheyden procedures, in the event that any of the above emergency procedures must be implemented.

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- b. Progress Record - If the injured party is a resident, documentation of the specific care administered to the client while on Vanderheyden premises and while en route to the emergency care facility must be written in the Incident Report (DO NOT chart “emergency care administered” – BE SPECIFIC).

***I. DISGRUNTLED and/or IMPAIRED PARENT, GUARDIAN, or EMPLOYEE***

In the event that a disgruntled and/or impaired parent, guardian, or employee is on Vanderheyden property and making threats against Vanderheyden property or employees, the following procedures should be implemented as appropriate:

1. Call 911

***J. HOSTAGE/INTRUDER SITUATION***

In the event of a hostage/intruder situation in a particular building the following should be implemented:

1. Initiate a lock down procedure for unit
2. Call 911
3. Notify Building Administrator/AOD/CEO, Director of Facilities
4. Follow police instructions for handling hostage/intruder situation

***K. LINKAGE TO THE COMMUNITY FOR DISASTER PREPAREDNESS***

Vanderheyden does not provide facilities for the ingress of victims of emergencies or disasters. However, we do provide an emergency response of our administrative and clinical staff for assisting individuals or groups who experience emotional difficulties as the result of a disaster. In the event of a disaster that necessitates a formal response according to the disaster plans of our communities, we will immediately contact the appropriate local and, as appropriate, federal authorities to let them know we stand ready to assist with crisis and ongoing counseling needs of victims/survivors. It is the responsibility of the President and Chief Executive Officer, Chief Financial Officer, and/or Vice President of Operations to maintain ongoing, planned contact with local authorities responsible for disaster responses.

***L. EVACUATION***

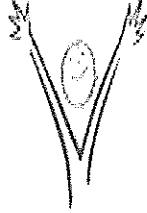
Evacuation should be practiced once a year and in conjunction with either a natural disaster in the area, loss of commercial power. All Disaster Teams participate who are affected by the pre-planned scenario with the Executive Team.

***A. EMERGENCIES INVOLVING THE EVACUATION OF A BUILDING***

In the event requiring evacuation of a building, staff should be prepared to take the following action:

1. Evacuate all persons from the building **IMMEDIATELY** (senior staff person on site is responsible for this task).

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2. Turn in the alarm at the nearest alarm box or by calling 911. If calling in, give your name, the building address, and stay on the phone until you are sure the emergency operator has all of the information they need. Emergency phone numbers will be posted next to the phone.
3. Avoid noise and excitement. If possible, close all doors and windows.
4. Be certain that all persons are out of the location and at the designated gathering site (senior staff person on site is responsible for this task).
5. At the gathering site, check to make sure everyone is accounted for (senior staff person on site is responsible for this task).
6. Make sure that no one reenters the building. Staff will remain at the meeting area until receiving an 'All Clear', from the person(s) in authority or the responding emergency workers. Staff will ensure that no one reenters the building until such an 'All Clear' is received (senior staff person on site is responsible for this task).
7. If time/circumstances permit and the safety of staff is not compromised, records are to be locked up, doors and windows closed, and all electrical appliances turned off as the staff exits the building.


**B. EVACUATION PLANS – Main Campus/Off Campus, Richard A. Desrochers Educational Center**

This situation may come about due to flood, earthquake, tornado, hurricane, air crash, attack, civil disorder, or fire in the vicinity of the main campus or off-campus sites, or other conditions making the living units unsafe or at high jeopardy. The Standby Phase may be implemented for the entire campus due to an emergency in one unit, i.e. fire or bomb threat.

1. Main Campus/Off-Campus Sites
  - a. Emergency Standby Status (Be Prepared to Move):
    - i. If a warning comes either internally or externally, the person who receives the notice will immediately notify the CEO or his/her designee.
    - ii. If it has been determined that the need to evacuate may exist, the administrator or AOD receiving the notification will activate the *Standby Status*. Total evacuation may take place either with or without a prior *Standby*. In general, the procedures will be used prior to evacuations in situations where there is a waiting/warning period in order to ensure that the evacuation is completed in as planned and safe a fashion as possible. If there is no waiting/warning period, the procedure would be implemented as quickly as possible.
    - iii. During Business Hours, the administrator receiving the notification will assemble with available Executive Team (which includes the Safety



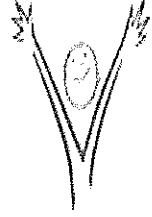
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Officer), the Infection Control Officer, and the Maintenance Coordinator at a designated Command Center. In the event of power failure, this area will have limited illumination from an emergency lighting system. If the nature of the disaster precludes use of this location, the President/CEO will select an alternate site that will be communicated at the time staff are notified of the emergency. A member of this team will be designated to keep all programs informed of *Standby Status* and the decision to evacuate, if necessary.

- iv. The Executive Team will verify the safety of individuals and assign staff to remain with them until the situation is assessed and further instructions given.
- v. Information systems will monitor the condition of the telephone system and data network including the physical cable, fiber, associated equipment, electrical power, and heating and/or cooling and report any problems to the Director of Facilities.
- vi. An appointed person will be instructed to monitor radio and television broadcasts for civil defense information and/or instructions. He/she will respond to incoming calls regarding individuals served. He/she will also be instructed to call for assistance as needed.
- vii. Health Services will be instructed to assess the medical needs of the population, treat minor injuries, and arrange transportation via ambulance for the seriously injured. The Director of Health Services (or other Health Services staff in his/her absence) will alert Samaritan Hospital Emergency Room, if necessary.
- viii. The Director of Facilities and Maintenance (or senior maintenance staff in his/her absence) will be instructed to assess the structural integrity of the buildings, power supply, and plumbing and report deficiencies.
- ix. The President and CEO or his/her designee will have the ultimate responsibility for making the decision to evacuate. The Agency's off-campus living sites may be used. The chosen site(s) will be notified of the plan and instructed how to prepare. In the case of a region-wide disaster, the President and CEO or his/her designee will designate an evacuation site in consultation with local community officials.

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- x. In the event of an emergency where the living units are not acceptable, parents and/or local family members, when appropriate, will be asked to temporarily take the individual to their homes. In the event that the nature of the emergency forces the relocation of individuals to another site, the following sites may be used:

Vanderheyden - Robinson Athletic Center  
614 Cooper Hill Road  
Wynantskill, NY 12198 (518) 283-6500

Vanderheyden - Pawling Avenue IRA  
500 Pawling Ave.  
Troy, NY 12180 (518) 271-8359

Vanderheyden – Rubin Group Home  
7 Collins Ave.  
Troy, NY 12180 (518) 272-5516

Vanderheyden - Bessey Home  
250 Spring Ave.  
Troy, NY 12180 (518) 272-7850

Vanderheyden - Woodlawn IRA (OPWDD)  
24 Woodlawn Ave.  
Rensselaer, NY 12144 (518) 283-3845

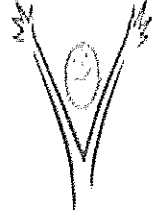
Vanderheyden – Van Leuven IRA (OPWDD)  
26 East Van Leuven Drive  
Rensselaer, NY 12061 (518) 283-2247

Vanderheyden – Van Hoesen IRA (OPWDD)  
1569 Van Hoesen Rd.  
Castleton, NY 12033 (518) 732-2088

Vanderheyden - Huntley IRA (OPWDD)  
121 Huntley Rd.  
Averill Park, NY 12108 (518) 674-3462

Vanderheyden - Philo IRA (OPWDD)  
5 Philo Ave.

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Glens Falls, NY 12801 (518) 615-0373

Vanderheyden - Residential Treatment Center  
614 Cooper Hill Road  
Wynantskill, NY 12198 (518) 283-6500

*\*Transportation will be arranged as needed.*

**2. Richard A. Desrochers Educational Center Emergency Evacuation Plan**

Faculty, staff and/or students will immediately notify the Main Office, if they feel there is an emergency incident in the school which requires any type of evacuation. The Main Office will then immediately notify the Director of Education or his/her designee. The Director of his/her designee will then respond to the incident location to make an assessment and implement necessary actions for the safe ty of those present. The Main Office may also notify 911 if necessary.

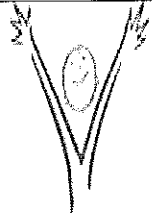
The immediate decision to evacuate the Main School Building for the safety of occupants may be made by the Director of Education or, his/her designee depending on the circumstances of the incident. The complete evacuation of a building is MANDATORY whenever a building fire alarm sounds or has been initiated by administration.

All staff are required to participate in the supervision of students if an emergency situation occurs.

**A. Building Evacuation**

1. The requirement to evacuate a building may be caused by a building fire, localized hazardous materials spill, bomb threat, power outage, severe weather or another type of emergency. The type of incident will also dictate the type of alarm or notification that may be used to evacuate the building. The incident may require the activation of the building fire alarm system, or may be initiated by verbal notification over the PA system and/or radios. As a general rule, the building occupants should follow the evacuation guidelines posted in the building, or follow the instructions given by Administrators or emergency personnel.
  
2. A complete evacuation of the building is mandatory whenever the alarm sounds. FIRE ALARMS ARE NEVER TO BE INITIATED WHEN THERE IS THE THREAT OF A BOMB. In the event of a bomb threat, the School working with the North Greenbush Police Department, have the authority to assess the credibility of the threat and to determine whether to evacuate a building or a wider area.

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**B. General Evacuation**

After a building evacuation has been initiated, the occupants of the building will follow the following procedures:

- All occupants will exit the building quickly using an assigned exit from the Emergency Evacuation Map in their area. If the area is blocked, use the nearest and safest alternative exit.
- Teachers/Aides should take their PBIS binders (with student rosters in them) with them to help facilitate taking attendance once outside.
- Remain calm. Students should be walking in lines and not talking.
- Teachers should make sure that all students have left the classroom prior to exiting.
- Once outside, Teachers and Students should assemble at one of the two designated meeting locations: Front of Building: **Gazebo**  
Rear of Building: **Pavilion**
- Once there, Teachers/Teacher Aides should immediately take attendance to determine if any students are missing.
- After the building is evacuated, a Behavioral Aid will be assigned to each specific evacuation location. Once you have taken attendance please notify that Behavioral Aide of the results. If a student is discovered missing, the Behavioral Aide Manager will coordinate the search process.
- Teachers/Aides should create a perimeter around the group of students at each Evacuation Location. Students should be kept calm and contained.
- Once all students are accounted for, directions will be given by School Administrators and the Behavioral Team to move the students and staff to the Cottages and other evacuation locations (Vandy, Administration Building Conference Room 3<sup>rd</sup> Floor, and Administration Building Art Room etc.).
- Residential students will return to their own cottages. Day program students will be assigned a specific location from the previous listed options. Day program students will not be located in any of the cottages.
- Staff will be assigned to a specific cottage to assist in monitoring the students. The staff assigned to each cottage will be the same gender as the students who live there. A list of where each staff will be assigned is listed below.
- Notifications to parents and bus services for Day Program students will be made by the office staff in Mooradian. Once a parent or bus arrives, staff will be notified and the student will be escorted from their evacuation location to the bus or parent.

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**C. Responsibilities**

**1. Main Office**

- Immediately notify the Director of Education and/or his or her designee, in addition to the School Safety Officer.
- Once the evacuation of the building has commenced, Office Staff should immediately evacuate the building and proceed to the Mooradian Welcome Center.
- While at Mooradian, Office staff should be assisting with the notifications to the various departments and agencies needed. Such notifications may include:
  - 911 or North Greenbush PD (if not already done)
  - Director of Facilities or designee
  - Director of Residential Services or designee
  - Vice President of Operations
  - Vice President and CFO
  - Vice President Human Resources
  - Bus services
  - Parents/Guardians


**2. Director of Education**

- Respond to the incident location and determines if evacuation is necessary.
- If evacuation is necessary, The Director will coordinate with School Safety Officer and additional school staff to determine the evacuation notification method to be used.
- Once the evacuation has been initiated the Director will assist occupants to exit the building quickly and safely as they themselves exit the building using the nearest and safest exit.
- Upon completion of the evacuation, the Director of Education will proceed to the Mooradian Welcome Center to continue to coordinate the incident.

**3. School Principal**

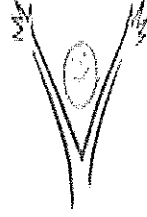
- Upon notification of the incident, the School Principal will coordinate the evacuation process of the School Building with the Director of Education and other School Staff.
- The School Principal will assist occupants to exit the building quickly and safely as they themselves exit the building using the nearest and safest exit.
- Once the evacuation is complete the School Principal will be responsible for all Residential Students, and also making sure Teachers and Aids are in their correct (assigned) Emergency Evacuation Locations.

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- After verifying staff and student locations, the School Principal should remain in the area of the Cottages and Administration Building. He or she will work closely with the Director of Education, Director of Residential Services and Behavioral Manager to continue to monitor the Cottages and alternate locations where students are present throughout the incident.
4. **Assistant Principal**
- Upon notification of the incident, the Assistant Principal will coordinate the evacuation process of the School Building with the Director of Education and other School Staff.
  - The Assistant Principal will assist occupants to exit the building quickly and safely as they themselves exit the building using the nearest and safest exit.
  - Once the evacuation is complete the Assistant Principal will be responsible for all Day Program Students, making sure that they are all relocated to their correct (assigned) Emergency Evacuation Locations, and that everyone is accounted for. He or she may also provide assistance with making sure Teachers and Aids are in their correct locations as well.
  - After verifying staff and student locations, the Assistant Principal should remain in the area of the Cottages and Administration Building. He or she will work closely with the Director of Education, School Principal, Director of Residential Services and Behavioral Manager to continue to monitor the Cottages and alternate locations where students are present throughout the incident.
5. **School Safety Officer**
- Upon notification of an incident the School Safety Officer (along with the Director of Education) will respond to the incident location and determine if an evacuation of the building is necessary.
  - If necessary, and under the direction of the Director of Education or his/her designee, the School Safety Officer will initiate an evacuation of the building using methods such as:  
The PA System, Radios, Phones, or Fire Alarm.
  - Once an evacuation has been initiated the School Safety Officer will notify 911 or the North Greenbush Police department if necessary.
  - As the evacuation is taking place the School Safety Officer will assist occupants to exit the building quickly and safely as they themselves exit the building using the nearest and safest exit.

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- After the evacuation is complete the School Safety Officer will remain in the area of the school and assist with maintaining order and preventing occupants from reentering the building.
- The School Safety Officer will continue to relay pertinent information related to incident to the Director of Education, Administrative Staff, Director of Facilities, and Emergency Response Personnel.
- If necessary the School Safety Officer will make contact with responding Emergency Responders and guide them to the incident location.
- If necessary the School Safety Officer or his/her designee will assist emergency responders as required, and issue emergency key rings to police, fire, and EMS personnel as needed.
- The School Safety Officer will be the primary liaison between Vanderheyden and Emergency Response personnel.

**6. Behavioral Manager**

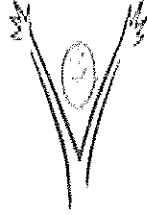
- Upon notification of the incident, the Behavioral Manager will coordinate the evacuation process of the School Building with the Director of Education and other School Staff.
- The Behavioral Manager along with the School's Behavioral Aid Team will assist occupants to exit the building as quickly and safely as possible. Prior to exiting the building they will go room to room and make sure all occupants of the building have exited. Once completed, they themselves will then exit the building using the nearest and safest exit.
- The Behavioral Manager will then coordinate with the Behavioral Team to assist in getting students and staff to the assigned evacuation locations.
- Once all students and staff are in place, the Behavioral Manager will assign each Behavioral Aid to a specific Emergency Evacuation Location (Cottage, The Vandy, Administration Conference Room, etc.) to assist in monitoring the students.
- Any directions regarding Behavioral Aids from the Director of Education or other Administration, will go through the Behavioral Manager and be disseminated.

**3. Richard A. Desrochers Education Center -Lockdown Plan**

**“Lockdown” defined:** There is a potentially threatening situation on grounds that may involve weapons. Any staff person who is aware of a potentially threatening situation will notify the main office staff immediately by phone or in person. The reporting person will provide as much information as possible, as well as their location. The office staff will then:

- a. Over the PA announce a **Lockdown**
- b. call North Greenbush Police (911)

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- c. contact Director of Education and Safety Officer  
If the Director of Education is not in the building, contact one of the following in the order listed:
  - i. Principal (ext. 749)
  - ii. Safety Officer
  - iii. School Psychologist/CSE Chair (ext. 707)
  - iv. As soon as the Superintendent or designee has been reached, office staff will notify the following individuals in the order listed:
    - v. Facilities Director (ext. 276)
    - vi. CEO (ext. 207)
    - vii. Vice President of Operations (ext. 272)
- Upon notification of a "Lockdown", the Director of Education or designee will utilize the PA system to announce the message below in bold, indicating that we are on armed intruder alert.

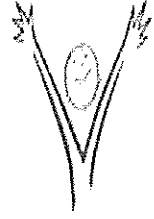
**"We are going into Lockdown Procedure" or "Lockdown, Lockdown, Lockdown"**

Upon learning that we are in "Lockdown" staff will:

1. Lock their doors and prevent anyone from exiting. As you are locking the door, direct any students or staff in the hall to step inside your classroom/office. Any staff in hallways will usher students to the closest classroom or office. If we are between classes, the PA announcement will be made immediately after the second bell has rung. If we are in a lunch period the cafeteria zone will be locked as if it was a classroom. Anyone in the courtyard will be called in to the cafeteria.
2. Keep students calm, occupied and away from windows and doors.
3. Do not open your door for any reason. Authorities will have keys.
4. Do not call the office unless you have a life-threatening emergency.
5. Take written attendance of everyone in your room and be prepared to give your roll to authorities as needed.
6. If you hear gunshots, direct your students to lie on the floor and lie down yourself.
7. Remain in a lockdown and do not send students out of the room until instructed **face to face** by an administrator or law enforcement officers. **Disregard any requests that are made over the phone or public address system to do otherwise, even if made by the administration, unless the request is made face to face** (unless it is a planned drill).
8. Administration will follow all instructions from the law enforcement, including when the lockdown is to be lifted (unless it is a planned drill).



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*C. EVACUATION PROCEDURES*

1. The designated administrator will authorize the evacuation and see that programs and offices are notified according to the procedure detailed under Emergency Standby Status.
2. Programs will use agency vehicles to transport individuals served and staff to the Community Services site or the alternative evacuation site. The American Red Cross of Northeastern New York will be called at 518-458-8111 and asked to meet at the evacuation site. The Red Cross will provide supplies as needed.
3. The designated administrator will assign a person to receive a list of all individuals in each program and all individuals not accounted for (i.e. those off campus, on home visits). He/she will also determine if any office staff are needed to perform a role in the evacuation. Unnecessary staff will be sent home. Needed staff will move in their own vehicles to the evacuation site. Prior to leaving, staff should, if possible, shut down equipment (i.e. computers, copiers) and secure critical software.
4. During the evacuation, the primary responsibility of direct care staff will be the full accounting, care, and safety of the individuals served under their supervision. Available clinical staff will assist direct care staff in the performance of this responsibility.
5. The senior staff person at each program site will ensure that client emergency information sheets are secured and, if possible, entrusted in the care of non-direct staff who can keep them safe. Medications will be secured and entrusted in the care of a med certified direct care staff person. A staff person will be assigned to secure the building once evacuated.
6. Administrators needed for follow-up operations will move to the command center at the evacuation site.
7. A designated administrator will assign a person at the main entrance to prevent unnecessary traffic from entering the facility.
8. Maintenance staff will be responsible for transporting necessary supplies and equipment to the evacuation site.

*D. EVACUATION STAFF ASSIGNMENTS*

1. All Staff:
  - a. In the event that a total or partial evacuation of the campus or one or more of the off-campus sites becomes necessary, it is essential that all staff members know what is expected of them to ensure their own safety as well as the safety of the individuals.
  - b. Whether or not staff duties include supervision of individuals, no staff member should leave the premises until authorized by their supervisor. Staff on-duty should not use telephones for personal or non-essential agency business without authorization. Lines must be kept clear for emergency communication.

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2. Administration:

- a. The President/CEO or his/her designee will authorize the evacuation and see that other administrative staff are notified and deployed as needed. He/she will order transportation of individuals and staff to the identified evacuation site.
- b. The designated administrator will assign a staff person to go to each program affected by the evacuation to receive a list of all of the individuals in the group and all of the individuals not accounted for (i.e., those on off campus trips, home visits, etc.).
- c. The designated administrator will determine which staff are needed to perform a role in the evacuation. Needed staff will move in their own vehicles to the evacuation site or sites designated by the designated administrator.
- d. Administrators needed for follow-up will move to the Command Center (Mooradian Reception Center).
- e. The designated administrator will assign the “lead DCW” or “Senior staff”.

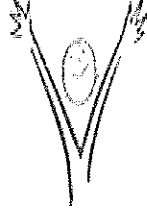
3. Information Systems:

- a. During an evacuation, the first priority Director of Information Systems is to insure the system backup tapes for the network servers, the telephone system and the voice mail system are secured and moved to the command center.
- b. Information Systems will shut down the data network or move the network servers and network switches to a designated site. There they will be stored or temporarily installed, depending on the specific need.
- c. Information Systems will coordinate with our local telephone/cable service provider to redirect and/or restrict calls to meet the specific situation.

4. Direct Care Workers:

- a. During an evacuation, the top priority of Direct Care Staff is the full accounting of, care for, and safe evacuation of all of the individuals under their supervision.
- b. If the individuals are not in the program, Direct Care Staff will assist other service providers in moving the individuals to a designated area.
- c. The Med Cert Direct Care Worker will take a position near the entrance and make sure all individuals are accounted for. He/she has responsibility for group management, evacuation, and pastime activities during this period and will direct any other who come to assist.
- d. The lead Direct Care Worker will assign staff persons to secure the individual emergency information sheets, secure individual medications, close all windows, lock all doors, and drive the vehicles needed to transport the individuals to the evacuation site.

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- e. The lead Direct Care Worker will make contact with the designated administrator at the Command Center and give a full accounting of the individuals.

5. Education Staff:

- a. During an evacuation, the top priority of the Education staff is the full accounting of, care for, and safe evacuation of all the individuals.
- b. Education staff will keep the individuals from their classes together until they are transferred to the care of the Direct Care staff, escorting them to their units if needed.
- c. If time allows, Education Staff should return to their classroom areas, secure them, and proceed to their assigned residential unit to assist direct care staff in the management of our individuals.
- d. Student supplies and personal belongings should be left behind. This will aid in the smooth and speedy evacuation and transportation of individuals and staff.
- e. Day Program students (including Group Home individuals) will be transported to an alternate site and arrangements will be made to have them picked up if needed.

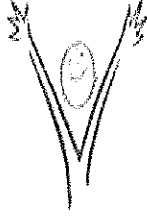
6. Clinical Staff:

- a. During an evacuation, the top priority of Clinical Staff is the full account of, care for, and safe evacuation of all the individuals and the contacting of parents and guardians to inform them of the evacuation and appropriate information- sharing procedures.
- b. Clinical Staff should proceed to their assigned units, bringing any individuals with them, and assist Direct Care staff to maintain behaviors and keep individuals calm.
- c. After assisting with evacuation, Clinical Staff will notify families and arrange for immediate transportation of individuals who are able to go home. Parents / Guardians who wish to pick up their children /individuals will be directed where to go.
- d. Because telephone lines and time will be at a premium during an evacuation, Clinical Staff will not be able to call in to get phone numbers of parents/guardians. Clinical Staff should keep a list of all of their individuals served home numbers with them. This list should be updated regularly.

7. Health Services:

- a. During an evacuation, the top priority of Health Services is the care and safe evacuation of all individuals.
- b. When the need to evacuate has been determined, Health Services will ensure that individuals in their care are returned immediately to their living units.

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- c. Health Services will oversee arrangements for individuals in need of emergency medical care at Samaritan Hospital.
- d. Health Services will gather first aid supplies, individuals' medications, medication records, and emergency consent forms and proceed to the Command Center site to meet the individuals and staff.
- e. The Health Services Director (during business hours) will report to the Command Center as defined in the Administrative section.

8. Office Staff:

- a. During an evacuation, the top priority of Office Staff is to assist as needed when directed by the Command Center.
- b. Office Staff should hang up telephones, turn off nonessential equipment, and prepare to turn off computers and other equipment. They will be alerted to Standby to remove irreplaceable documents to vehicles if necessary.
- c. Office Staff will lock all records and secure record areas.
- d. A designated person will be instructed to monitor radio and television broadcasts for civil defense information and instructions. He/she will respond to incoming calls regarding individuals in residence. He/she will also be instructed to call for assistance as needed.

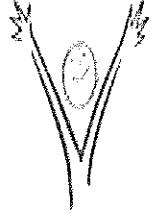
9. Food Services:

- a. During an evacuation, the top priority of Food Services is the assembly of emergency food and supplies.
- b. When the need to evacuate has been determined, Food Services should be prepared to shut off ovens and other equipment and evacuate when instructed.
- c. Food Services should standby to transfer emergency food to designated vehicles.
- d. Food Services should secure their area and evacuate to the designated site when instructed.

10. Maintenance Staff:

- a. During an evacuation, the top priority of Maintenance Staff is the securing of utilities, buildings, and equipment as directed.
- b. When the need to evacuate has been determined, Maintenance Staff will shut down machinery and return equipment to safe storage. They will then go to the Maintenance area and await further instructions.
- c. Maintenance Staff will be responsible for transporting necessary supplies and equipment to the evacuation site.
- d. The Director of Facilities/Maintenance/designee will go to the Command Center as defined in the Administrative section.

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***E. POST EVACUATION FOLLOW-UP AND INDIVIDUAL MANAGEMENT***


1. Once disaster has struck, competent management of individuals will minimize untoward consequences. The following guidelines will assist in minimizing further injury and trauma.
2. Administrative staff will oversee and ensure that direct care and clinical staff are carrying out their assigned duties. They will also coordinate immediate notification of social service districts and other placement authorities.
3. Information Systems will arrange for any additional communications services or changes to existing services that may become necessary. If necessary, a temporary network will be established at the evacuation site.
4. Health Services will conduct triage to ascertain extent of injuries sustained and priorities for care. They will conduct and supervise first aid efforts. If serious injuries have occurred, they will assist ambulance personnel to quickly move the highest priority cases to the hospital. They will stay with individuals as long as needed to assess and document the health status of all exposed to the disaster condition.
5. Direct Care and Education Staff will emphasize the establishment of predictable routine for the affected individuals while being sure to be as nurturing as possible. They will assess problems in the provision of food, clothing, bedding, and other needs and notify supervisory staff of their assessment.
6. Clinical Staff will move to the evacuation site to meet with the individuals on their caseloads. After quickly ascertaining the condition of the individuals served, they will notify parents / guardians of the situation and maintain ongoing communication with them. Clinical staff will begin in-depth assessment of each individual in order to determine whether he/she requires additional supervision or services and whether it is necessary or advisable to send the individual home or to another treatment setting until Vanderheyden's services can return to normal.
7. The President/CEO will organize a Crisis Response Team (per "Protocol for Crisis Response).

***M. IRA'S: METHOD TO ADDRESS UNEXPECTED DANEROUS SITUATIONS THAT REQUIRE RAPID RESPONSE AND REPAIR***

Examples of situations which may require use of the Emergency Preparedness Plan:

- A situation that is deemed an insect or rodent infestation by a pest control professional
- Power outage lasting more than 24 hours
- Flooding that cannot be managed immediately, or that poses a safety risk
- Heat or air conditioning issues that allows the home to fall below 55 or above 80 degrees
- Damage or construction to the home that significantly interferes with necessary use of living space or poses safety risk as deemed by the safety officer

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- Emergency weather warning requiring relocation to a safe area
- 

**CS IRA (Supported Apartments) Emergency Preparedness Training:**

1. All staff and individuals are trained in the emergency preparedness plan
2. All staff are aware that every apartment site is supplied with an emergency spill kit containing a working flashlight. In the event of a power outage individuals are aware of where their flashlights are.
3. Individuals are aware that their wired fire alarm system will run on a back up battery but it will not be able to alert the fire department and they will need to evacuate and call 911 if they have access to a working phone if the alarm sounds or they observe any sign of fire
4. Individuals are aware that in the event of significant weather such as a tornado or a hurricane they are to stay away from their windows and seek shelter in a closet with their flashlight. Staff and individuals will be trained that warning times are typically provided 15 minutes or less to seek shelter and all need to respond swiftly.
5. If there is any flooding in a home, stay away from all electrical outlets and items that require electricity to avoid an injury or possible death from electric shock.
6. Staff and individuals are aware that both staff offices have access to radios with working batteries to be able to access up to date emergency information to keep program individuals informed in the event the power goes out.
7. Staff and individuals are also aware that there are hardwired landline phones in the staff office to use in the event that National grid/time warner are out of service. There are also car charges available for staff cell phones.
8. Always evacuate a site that seems unsafe for any reason and call 911 then staff or AOD when safely able.
9. Staff and individuals are aware that when the power goes out then can call National Grid at # 1800 465 1212 to receive information on the estimate outage time. Staff are aware that they are to do this as soon as they are able when there is an outage and report to the AOD if the outage is estimated to last longer than a few hours. There is a 24 hour on call system with an administrator on duty and an Executive On Call that can provide around the clock assistance to staff and individuals.
10. Department of Quality Improvement (DQI), Office of People with Developmental Disabilities (OPWDD) and CEO will be notified in individuals are displaced by Program Director.

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**Vanderheyden Emergency Preparedness Resources:**

1. Vanderheyden Maintenance has an assigned safety officer to assess potential safety risks at IRA sites and that contacts each Vanderheyden division on call with storm warning information.
2. Vanderheyden Executive Team has access to agency credit cards to assist displaced individuals with accommodations at off hours.
3. The agency has several facilities (supervised IRA's) in the capitol region and Glens Falls with generators that could assist with providing power (in the event of a power outage).

**Displaced individuals:**

Planning for displaced individuals that do not have a natural resource to provide temporary housing if their IRA is deemed unsafe is as follows:

If power is out, other IRA sites can be utilized for warm meals, showers, access to electricity.

If the power is out for a period that exceeds 24 hours or heat/air conditioning is not working and temperatures may become dangerous (below 55, above 80), suitable accommodations such as a hotel room or stay at another approved Vanderheyden site will be provided.


Any individuals that are displaced either to natural resources or to accommodations provided by the agency will notify their Medicaid Service Coordinator, DQI and other necessary service providers within 24 hours. Any displacements that exceed 7 days will require a meeting with Program Director and key players to discuss options and long term planning.

**Emergency Preparedness Plan for Supervised IRA's**

If individuals are not able to safely reside in their program a hotel will be sought out, if hotel is full and not able to be accessed resources at the agency will be provided for suitable accommodations.

Vanderheyden has generators that can assist programs with power.

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American Red Cross Disaster Site can be accessed in the District that serves Vanderheyden – this would be:

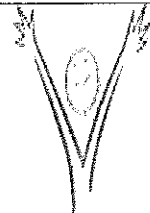
Adirondack Saratoga Chapter through the Red Cross at 74 Warren Street Glens Falls, NY 128-1. The # is 792-6545. This site would be utilized for information regarding our Philo Supervised IRA. All other IRA programs would go through the Red Cross at 33 Everett Road, Albany NY 12205 at 458-8111. They also have a 24 hour media line that can be accessed at 339-7558 and email at [news.neny@recross.org](mailto:news.neny@recross.org)

**Emergency Preparedness Training:**

1. All staff and individuals are trained in the emergency preparedness plan.
2. All staff are aware that every apartment site is supplied with an emergency spill kit containing a working flashlight. In the event of a power outage individuals are aware of where their flashlights are.
3. Individuals are aware that their wired fire alarm system will run on a back-up battery but it will not be able to alert the fire department and they will need to evacuate and call 911 if they have access to a working phone if the alarm sounds or they observe any sign of fire.
4. Individuals are aware that in the event of significant weather such as a tornado or a hurricane they are to stay away from their windows and seek shelter in a closet with their flashlight. Staff and individuals will be trained that warning times are typically provided 15 minutes or less to seek shelter and all need to respond swiftly.
5. If there is any flooding in a home, stay away from all electrical outlets and items that require electricity to avoid an injury or possible death from electric shock.
6. Staff and individuals are aware that both staff offices have access to radios with working batteries to be able to access up to date emergency information to keep program individuals informed in the event the power goes out.
7. Staff and individuals are also aware that there are hardwired landline phones in the staff office to use in the event that National grid/time warner are out of service. There are also car charges available for staff cell phones.
8. Always evacuate a site that seems unsafe for any reason and call 911 then staff or AOD when safely able.
9. Staff and individuals are aware that when the power goes out then can call National Grid at # 1800 465 1212 to receive information on the estimate outage time. Staff are aware that they are to do this as soon as they are able when there is an outage and report to the AOD if the outage is estimated to last longer than a few hours. There is a 24 hour on call



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system with an administrator on duty and an Executive On Call that can provide around the clock assistance to staff and individuals.

10. (DQI), (OPWDD) and CEO will be notified in individuals are displaced by Program Director.

**Vanderheyden Emergency Preparedness Resources:**

11. Vanderheyden Maintenance has an assigned safety officer to assess potential safety risks at IRA sites and that contacts each Vanderheyden division on call with storm warning information.
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13. The agency has several facilities (supervised IRA's) in the capitol region and Glens Falls with generators that could assist with providing power.

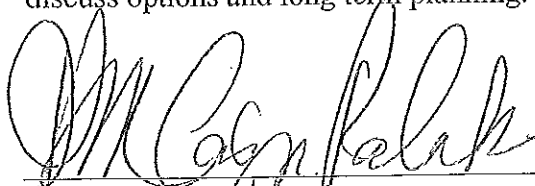
**Displaced individuals:**

Planning for displaced individuals that do not have a family or a natural resource to provide temporary housing if their IRA is deemed unsafe is as follows:

If power is out, other IRA sites can be utilized for warm meals, showers, access to electricity.

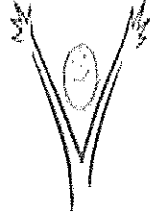
If the power is out for a period that exceeds 24 hours or heat/air conditioning is not working and temperatures may become dangerous (below 55, above 80), suitable accommodations such as a hotel room or stay at another approved Vanderheyden site will be provided.

Any individuals that are displaced either to natural resources or to accommodations provided by the agency will notify their MSC, DQI and other necessary service providers within 24 hours. Any displacements that exceed 7 days will require a meeting with Program Director and key players to discuss options and long term planning.

  
 \_\_\_\_\_  
 Karen Carpenter Palumbo  
 President & CEO

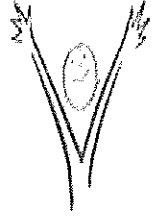
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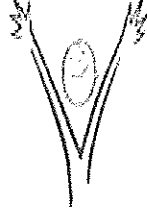
<u>Staff Name:</u>	<u>Position</u>	<u>Evacuation Location</u>	
<b><u>Administration</u></b>			
<u>All Staff are Required to participate in the supervision of students if an Emergency Occurs</u>			
Frank Dembo	Director of Education	Mooradian	
Steve Fox	Principal	Mobile	
Lisa Nappi	Assistant Principal	Cottage/Admin Building Areas	
<b><u>Teachers</u></b>			
<u>All Staff are Required to participate in the supervision of students if an Emergency Occurs</u>			
Archambeault, Corinne	Special Education	Cottage	6
Calicchia, Carl	Physical Education Teacher	Cottage	4
Cloherly, Meaghan	Social Studies	Cottage	2
Digiulio, Margaret	Read 180	Cottage	3

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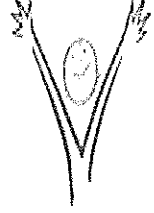
Diviney, Jennifer			Special Education			Cottage	7
Garufi, Diane			Teacher - Careers			Cottage	7
Graney, Sean			History			Cottage	1
Hildebrandt, Karen			Earth Science			Cottage	2
Kane, Sara			Math			Cottage	3
Mahar, Colleen			Alt. Assessment-Special Ed.			Cottage	2
Manfred, Diana			English			Cottage	3
Mouawad, Jessica			Alt. Assessed -Special Education			Cottage	2
Nurminen, Marita			Art			Cottage	6
Russell, John			C-7			Cottage	7
Shappy, Craig			Teacher			Cottage	5
Somma, Angela			English			Cottage	3
Vanderhoeven, Johanna			Science			Cottage	6
Winston, Denise			Math			Cottage	2
Zema, Teresa			FACS			Cottage	7
Zuk, Laura			Teacher			Cottage	3
<u>Teacher Aides/Assistants</u>							
<u>All Staff are Required to participate in the supervision of</u>							

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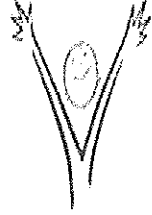
students if an Emergency Occurs							
Austin, Jennifer			Community			Cottage	2
Bartlett, Andrew			Community			Cottage	1
Beauvais, Ernest			Community			Cottage	4
Becker, Lindsey			Community			Cottage	3
Beckwith, Amy			Community			Cottage	2
Bradley-Shaw, Tracey			Community			Cottage	3
Calabria, Lisa			Community			Cottage	2
Capellan, Mavi			Community			Cottage	6
Casey, Mark			Community			Cottage	5
Demers, Brooke			Community			Cottage	7
Durr, Darren			Community			Cottage	5
Hanczaryk, Heaven			Community			Cottage	3
Henry, Dot			Community			Cottage	3
Jones, Brandon			Community			Cottage	5
Kornegay, Preston			Community			Cottage	4
Latta, Derek			Community			Cottage	1
Mattimore, Carol			Community			Cottage	2
Mayorga, Hugo			Community			Cottage	5
Opoku, Reginald			Community			Cottage	1
Pelletier, Stephani			Community			Cottage	2
Pena, Kelly			Community			Cottage	3
Rivera, Ashley			Community			Cottage	2
Santamaria, Geovanny			Community			Cottage	7

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	<b>Board Approval</b> Date: 9/24/98	<b>Title: Emergency Preparedness and Response Plan</b>		


Santamaria, Sarah			Community			Cottage	6
Scott, Malcolm			Community			Cottage	7
Snare, Tracey			Community			Cottage	2
Sovie, Alicia			Community			Cottage	6
Trombley, Cornelia			Community			Cottage	6
Tulchinsky, Sarah			Community			Cottage	7
Watson, Randy			Community			Cottage	1
<b><u>Support Staff</u></b>							
<u>All Staff are Required to participate in the supervision of students if an Emergency Occurs</u>							
Conde, Nancy			Admin Asst./Office Manager			Mooradian	
Mahar, Pat			Admin Asst./School Secretary			Mooradian	
Walag, Amy			Guidance Counselor			Cottage	7
Rubin, Arielle			School Psychologist			Cottage	7
Matthew Bentley			Job Coach			Cottage	7
Hughes, Holly			PBIS/Day Service Coordinator			Cottage	7

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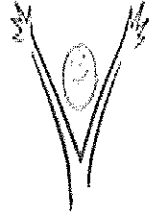
Derocher, Cora			Admin Asst./Student Support			Cottage	7
Cook, Heidi			Speech Teacher			Cottage	7
Weir, Jeffrey			School Safety Officer			Mobile	
<b><u>Behavior Staff</u></b>							
<u>All Staff are Required to participate in the supervision of students if an Emergency Occurs</u>							
Wilson, Rahlonte			Behavior Specialist Supervisor			Mobile	
Ellis, Arthur			Behavior Specialist			Assigned At Time of Incident	
McEvelly, Matt			Behavior Specialist			Assigned At Time of Incident	
Rivera, Maria			Behavior Specialist			Assigned At Time of Incident	
Sally, Kareim			Behavior Specialist			Assigned At Time of Incident	
Sanders, Baptiste			Behavior Specialist			Assigned At Time of Incident	
Sanon, Agazou			Behavior Specialist			Assigned At Time of Incident	
Savoia, Sylvia			Behavior Specialist			Assigned At Time of Incident	

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<b><u>Clinicians</u></b>							
All Staff are Required to participate in the supervision of students if an Emergency Occurs							
			Day Program			Mooradian	
Stephanie Mannion			Day Program			Mooradian	
Bernie Sweener						Mooradian	
Jennifer Sampson						Mooradian	
Kristin Gotebiowski						Mooradian	
Jenny Ayers						Mooradian	
Melinda Myers						Mooradian	
<b><u>Nurse</u></b>							
Barbara Smith			School Nurse			Health Services	
<b><u>Maintenance</u></b>							
Lee DeLong			School Supervisor			Mobile	
<b><u>Kitchen</u></b>							
			Food Service Supervisor			Meal Coordination	

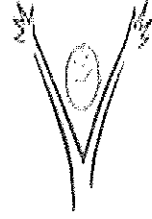
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Stoddard, Chris (Thai)			Food Service Worker			Meal Coordination	
Interns						Meal Coordination	
<b>Case Coordinators</b>							
Debbie Butler						Mooradian	
Sarah Morris						Mooradian	
Karen Boyton						Mooradian	
Chelsea Kennedy						Mooradian	
Karen Boyton						Mooradian	
<b>Day Program Students:</b>						<b>Suggested Evacuation Locations</b>	
Bessy						Admin Art Room	
Rubin						Admin Art Room	
North Country						Vandy	
Kingston						Admin Art Room	
Albany						Vandy	
Colonie						Vandy	
E. Greenbush						Admin Art Room	
Ichabod Crane						Admin Art Room	
Coxackie						Admin Art Room	
Avril Park						Vandy	
Shenendehowa						Vandy	
Saugerties						Admin Art Room	
Star & Strand (small)						Admin Art Room	



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<u>Cottages</u>	<u>Gender</u>						
Cottage 1	M						
Cottage 2	F						
Cottage 3	F						
Cottage 4	M						
Cottage 5	M						
Cottage 6	F						
Cottage 7	Mixed						