

**Cottonwood, Inc.
Policies and Procedures**

SECTION: General

POLICY NO: 02-013

SUBJECT: Shelter in Place Emergency Procedure

EFFECTIVE DATE: November 2009

Policy:

A Shelter in Place Emergency procedure will be used if a situation such as a chemical spill, flood, storm, or terrorist event occurs that warrants protection from exposure to noxious or dangerous contaminants.

Staff will be directed to monitor updates and instructions from emergency personnel on the local radio station, television station, and internet and will seek information directly from local police/fire/medical personnel, the Douglas County Emergency Preparedness representatives, and/or the Douglas County Health Department. If it is a Cottonwood, Inc. staff member who detects the emergency, such as a hazardous materials spill on 31st Street, they will report the emergency to the site Emergency Director, site Emergency Coordinator, or a member of the Management and contact local response agencies by dialing 911.

Procedures:

- 1) A member of management will announce over the intercom the initiation of an actual emergency procedure. The announcement will start out with "This is not a drill, we are experiencing a _____ emergency which requires us to shelter in place". At this announcement, staff and consumers are to move toward the center of the building away from windows. Each building will have a designated space(s) to shelter for the duration of the event.
- 2) Unit Emergency Coordinators and/or Site Emergency Coordinators will shut off breakers for air conditioner/furnace and turn off all automatic door openers. Doors may be locked to reduce air exchange. Suggested shelter locations are listed below:
 - Building I: JobLink area/restrooms/inner hallway.
 - Building II N: Center of building/break room hallway/Cottonwood Industries west production area.
 - Building II S: Work Enrichment hallway/restrooms/clinic.
 - Building III: Southeast corner of program area/restrooms
 - Retirement Enrichment: Restrooms/art area.
 - Residential: Follow site specific tornado drill instructions.
- 3) Authorities will determine when it is safe to go outside or if transportation to another facility is safe.