

**OPTIONS, INC.**  
**INCIDENT RESPONSE PROCEDURES**

**EMERGENCY EVACUATION RESPONSE AND REPORTING**

**I. Policy**

To develop procedures to respond to threats or emergencies, e.g., bomb threats, gas leaks, or other threats or emergencies that may jeopardize the immediate safety of persons receiving services and to ensure that all staff and persons being served are trained on what actions to take in the event of such threats.

**II. Procedures**

In the event that a threat is received or an emergency occurs that requires evacuation, staff will immediately evacuate consumers to the designated meeting place posted in the emergency evacuation plan. If remaining outside jeopardizes the safety of consumers, staff will assist consumers into a vehicle, removing them to a remote location if necessary.

**A. Evacuation**

1. Evacuate all individuals in the immediate area to safety.
2. The staff person in charge will contact 911 and notify them of the threat or emergency and provide the following information:
  - a. caller's name;
  - b. location/address;
  - c. any other information
3. Follow directions given by the 911 personnel in relation to the threat or emergency.
4. Evacuate all others to the designated meeting place posted in the emergency evacuation plan and account for each person as you go.

**B. Designated Meeting Place**

1. Wait at the designated meeting place for the law enforcement agency or fire department and provide specific information to them when they arrive.
2. Everyone should remain outside at the designated meeting place until given permission to reenter by law enforcement or fire department officials. If remaining outside jeopardizes the health and/or safety of individuals, everyone should go to a predetermined place of safety or into the vehicle at a remote location.
3. Once the law enforcement agency or fire department has completed a search of the area the supervisor or designee will consult with law enforcement agency or fire department to determine if it is safe to reenter the building.
  - a. If yes, staff and consumers will return to the building.
  - b. If no, the supervisor or designee will direct staff and consumers to go to or remain at the temporary shelter.

**C. Notification**

1. After ensuring everyone's immediate safety the staff person in charge will contact the Executive Director/designee.
2. The Executive Director or designee will complete the following steps:
  - a. Arrange for the completion of an incident report by the staff person who was in charge at the time of the threat or emergency.

