

Big Bend Community Based Care Policy & Procedure

Series: 1400: Building and Facilities Management
Policy Name: Emergency & Disaster Preparedness and Response Plan
Policy Number: 1403
Origination Date: 02/02/2009 **Revised:** Board meeting of 12/13/2018

Referenced Document:

1400-1403 x 1, Emergency Management Plan

Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to establish an Emergency Management Plan.

Procedure

- A. The Emergency Management Plan is to provide a coordinated response and appropriate procedures, in times of emergency, to protect lives and property, mitigate damage, enhance communications, and effectuate a rapid return to normal operations.
- B. Recognizing the vulnerability of the children and families that are served by BBCBC, this plan also addresses the resumption of all regular services, including the provision of post-emergency services, as quickly as possible following an emergency.
 - 1. The BBCBC Safety Committee will be the organizational entity responsible for maintaining and updating the Emergency Management Plan for BBCBC.
 - 2. The current Emergency Management Plan shall be revised by the Safety Committee no less frequently than annually on or before May 1.
 - 3. Each BBCBC employee as part of New Employee Orientation shall receive Emergency Management training.
 - 4. The Emergency Management Plan shall be distributed by e-mail to all employees any time there are revisions.
 - 5. Disaster drills shall be conducted in May of each year.
 - 6. The Safety Committee shall meet following each drill and any implementation of the emergency management plan to evaluate the exercise and the implementation and make any necessary revisions or recommendations.