

# Emergency Preparedness Plan Policy (7.4)

Good Days Adolescent Special Needs Center, LLC – Fort Myers, FL

## Purpose

The purpose of this Emergency Preparedness Plan Policy is to establish procedures and responsibilities for responding effectively to emergencies that may impact Good Days Adolescent Special Needs Center (GDC). This policy ensures the safety, well-being, and continuity of care for all students, staff, and visitors in the event of natural disasters, medical crises, or other emergencies.

## Section 1: Policy Statement

GDC is committed to maintaining a comprehensive emergency preparedness plan that anticipates potential hazards and outlines clear procedures for prevention, response, and recovery. All staff members are trained to implement emergency protocols and to provide calm, organized assistance to students and visitors during an emergency.

## Section 2: Scope

This policy applies to all GDC staff, students, volunteers, and visitors while on Center premises or participating in Center-sponsored activities.

## Section 3: Types of Emergencies

The following types of emergencies are addressed under this plan:

- Fire or explosion.
- Severe weather (hurricane, tornado, flood).
- Medical emergencies.
- Power outages.
- Hazardous material incidents.
- Lockdown or security threats.
- Evacuation or shelter-in-place events.

## Section 4: Emergency Response Team (ERT)

The Emergency Response Team (ERT) is responsible for coordinating and implementing the Center's emergency response efforts. The ERT will include the Director, Lead Trainer, and designated staff trained in first aid and emergency response.

ERT responsibilities include:

- Developing and maintaining the Emergency Preparedness Plan.
- Conducting staff training and emergency drills.
- Overseeing evacuation and shelter-in-place procedures.
- Communicating with emergency services and families.
- Reviewing post-incident reports and making recommendations.

## **Section 5: Communication Procedures**

Effective communication during emergencies is essential to ensure safety and coordination. The Director or designee will serve as the primary point of contact for emergency notifications.

Communication procedures include:

- Notifying staff and students immediately using verbal or alarm-based alerts.
- Contacting emergency services (911) when appropriate.
- Informing parents/guardians of the situation and next steps.
- Maintaining an up-to-date contact list for all staff, students, and emergency responders.

## **Section 6: Evacuation Procedures**

Evacuation procedures are designed to ensure a safe and orderly exit from the building during emergencies such as fire or hazardous material incidents.

Evacuation procedures include:

- Evacuation routes and exits must be clearly posted throughout the Center.
- Staff will escort students to the designated assembly area outside the building.
- The Director or Lead Trainer will conduct a headcount to verify all individuals are accounted for.
- No one may re-enter the building until cleared by emergency personnel.

## **Section 7: Shelter-in-Place Procedures**

In cases of severe weather, hazardous materials release, or external threats, staff and students may be required to shelter-in-place until the situation is resolved.

Shelter-in-place procedures include:

- Moving students to designated safe interior rooms away from windows.
- Securing doors and maintaining calm communication.
- Monitoring weather and emergency alerts via radio or mobile app.
- Providing comfort items and necessary medical supplies.

## **Section 8: Medical Emergencies**

Staff must respond promptly and appropriately to all medical emergencies in accordance with the First Aid & Emergency Medical Care Policy (4.3). Emergency medical services will be contacted when needed, and parents/guardians will be notified immediately.

## **Section 9: Training and Drills**

All staff and students will participate in regularly scheduled emergency drills, including fire, severe weather, and lockdown drills. Drills will be documented on the Safety Drill Log (E2) and reviewed for effectiveness.

Training requirements include:

- Orientation training for new staff on emergency procedures.
- Annual refresher training for all staff.
- Post-drill debriefings to identify improvements.

### **Section 10: Review and Updates**

The Emergency Preparedness Plan will be reviewed annually by the Director and Emergency Response Team. Updates will be made based on new risks, building modifications, or lessons learned from incidents and drills.

Approved: December 2025

Next Review: December 2026