

United Way Dickinson Manna House

Emergency Management Plan

This Emergency Management Plan outlines detailed procedures to ensure the safety and well-being of all residents, staff, and visitors in the event of an emergency. This plan covers fire emergencies, tornadoes, natural disasters such as floods and blizzards, and overdose incidents. The goal is to provide a framework for immediate response, communication, and continuity of care during emergencies.

1. Fire Emergency Procedures

- Fire alarms, extinguishers, and sprinkler systems are installed throughout the facility and are inspected monthly.
- Evacuation maps are posted in all common areas and individual rooms.
- Residents and staff must evacuate immediately through the nearest exit.
- The designated assembly point is the west-side parking lot across the street.
- Fire drills will be conducted monthly.
- Staff are trained in the use of fire extinguishers and will assist residents in evacuation.

2. Tornado and Severe Weather Procedures

- The tornado shelter is located in the facility basement.
- In the event of a tornado warning, all residents and staff are directed to the shelter.
- Emergency kits with flashlights, water, and blankets are stored in the shelter.
- Weather alerts will be monitored by staff through NOAA radios and mobile alerts.
- Tornado drills are conducted quarterly.

3. Other Natural Disasters (Floods, Blizzards)

- The facility will follow local emergency guidance.
- A 72-hour supply of food, water, and medical essentials is maintained on-site.
- A generator provides backup power for essential lighting and heating.
- Shelter-in-place orders will be followed, and staff will update residents on the situation.
- Coordination with local emergency services will be maintained throughout the event.

4. Overdose Response Plan

- All staff are trained in identifying symptoms of overdose (e.g., slow breathing, unresponsiveness).
- Naloxone (Narcan) is available at the front desk and carried by all on-duty staff.
- In the event of suspected overdose:
 - Call 911 immediately.
 - Administer Naloxone if trained to do so.
 - Monitor the resident until emergency services arrive.

- Complete an incident report.
- Harm reduction education and support are offered to residents.

5. Emergency Contacts and Communication

- Emergency contact numbers are posted in every room.
- Each resident's emergency contact is collected upon intake.
- A communication tree system is in place to ensure rapid staff coordination.
- Public information is disseminated via designated media spokesperson if necessary.

6. Staff Roles and Responsibilities

- Shelter Director: Coordinates overall response and communicates with emergency services.
- On-Duty Staff: Leads evacuation/sheltering efforts and conducts headcounts.
- Security: Ensures safe exit and secures building.
- Medical Liaison: Administers first aid and documents incidents.

7. Training and Drills

- Staff receive annual training in emergency response, CPR, and overdose intervention.
- Residents are briefed on emergency procedures at intake.
- Fire drills occur monthly; tornado and overdose drills quarterly.
- Feedback from drills is reviewed and integrated into the plan.