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**Template Emergency Policy**

**Emergency Contact Person Name:**

**Emergency Contact Phone Number:**

In the event of an emergency, all parents are responsible for seeing to the safety needs of their children. If a resident anticipates needing help with their children, they should reach out to the program director so a specific emergency plan for that family can be drafted and maintained.

**Fire**

If a smoke detector in the house were to sound, or someone in the house were to notice smoke or a fire in the building, everyone should immediately exit the house. Before opening a door, check the door to see if it is hot. If it is hot, drop to the floor and crawl to the next nearest exit. Once you have exited the house via the nearest exit, remain outside the building. Everyone in the house should meet at **MEETING point**. You will be given direction by the **house manager**, **property manager**, and/or fire department who will determine if and when it is safe to return to the house.

Staff at the property will bring the sign-in/out sheet with them when they evacuate the building (as long as it is safe to do so). Staff will use this information to inform emergency response personnel if there are any people inside the building.

Do not go back into the house until given instruction to do so.

**Carbon Monoxide**

If the carbon monoxide detector alerts, everyone in the house should evacuate immediately and contact 9-1-1. Anyone experiencing headaches, dizziness, vomiting or otherwise feeling unwell should tell emergency response personnel about their symptoms.

Everyone should meet outside at. **MEETING point**. You will be given direction by the **house manager**, **property manager**, and/or emergency responders who will determine if and when it is safe to return to the house.

Staff at the property will bring the sign-in/out sheet with them when they evacuate the building (as long as it is safe to do so). Staff will use this information to inform emergency response personnel if there are any people inside the building.

**Power Outage**

In the case that the house loses power there are flashlights located here.

In the case that the power outage lasts longer than a number of hours or minutes contact name of person for further instruction.

**Water Outage**

In the case that the house loses running water or residents are unable to drink the water there is bottled filtered water stored in this area. If the water is unable to be used for period of time contact this person for further instruction.

**Weather Emergency**

In the event of a weather emergency indicated by weather alerts and/or tornado sirens, all residents will follow the instruction of the weather alert.

The tornado shelter is located in this location.Continue to follow the instructions of the Emergency Management System or other alert until the end of the emergency.

In the event that there is property damage, this person will contact the property manager for further instruction.

**Medical**

If a resident discovers that another resident has a medical emergency, 911 should be calle and the instructions of the 911 operator should be followed. The resident should call the house person when medical professionals arrive or when it is safe to do so.

**Overdose**

There is Narcan stored at this location in the house. All residents are offered an opportunity to be trained on the use of Narcan when entering the recovery house by this training method.

In the event of a suspected overdose, the resident should call 911 and administer Narcan. All cases of suspected overdose are to be reported to 911 and instructions of emergency personnel followed.

After all instructions of emergency response personnel are addressed, staff will check in with each resident and perform a safety check of the property to determine if there are any hazards.

**Mental Health**

In the event of a mental health emergency, the resident should not attempt to act as a counselor or other professional for a resident experiencing a mental health emergency. 9-8-8 should be called and the instructions of the 9-8-8 operator followed. Once it is safe to do so, the program director should be contacted.

**House Becomes Inhabitable**

In the event that the house is unable to be inhabitable the following actions should be taken (Insert your plan to assist residents in an instance that they cannot safety reside in the house).

 **Violence/Threats of Violence**

In the event that there is an incident of violence or threat of violence, 9-1-1 should be contacted immediately. Residents, staff and others should follow the instructions of the 9-1-1 operator and other emergency response personnel. Contact this person as soon as it is safe to do so.

After all instructions of emergency response personnel are addressed, staff will check in with each resident and perform a safety check of the property to determine if there are any hazards.

**Date Approved:**  \_\_\_\_\_\_\_\_\_

**Date Updated:**  \_\_\_\_\_\_\_\_\_\_