

Policy Title: Emergency and Disaster Office Policy

Policy Number: III-A.4

Effective Date: February 18, 2025

PURPOSE

The purpose of this policy is to establish comprehensive guidelines that ensure the continuity of operations for the ADAMHS Board in the event that facilities and/or equipment become inaccessible for more than two days. This policy aims to provide a safe and healthy working environment for ADAMHS Board staff, members, and authorized visitors by implementing measures to minimize violence and other threatening situations, thereby ensuring the safety and well-being of all individuals involved.

POLICY

It is the policy of the ADAMHS Board to provide and maintain safe working conditions and equipment for its staff, members, and authorized visitors. The ADAMHS Board of Erie County is responsible for all building and property issues, ensuring a safe and healthy environment to minimize violence and other threats. In accordance with the Ohio Revised Code, specifically Sections 2917.13 and 3750.03, as well as Chapter 5502, the ADAMHS Board is committed to addressing all office and space-related concerns to support the well-being and safety of everyone involved, and to comply with emergency and disaster preparedness regulations.

PROCEDURE

COMMUNICATION PLAN

- 1. Notification:** The Safety Officer/Executive Director will be notified by Erie County Emergency/Disaster Officer.
- 2. Information Dissemination:** The Safety Officer of the ADAMHS Board will then contact the staff to inform them about emergencies and the procedures to follow. This will be done through email, text messages, and phone calls to ensure quick dissemination of information.
- 3. Updates:** Regular updates will be provided on the status of the emergency and any changes to procedures.

ALERT LEVELS

The ADAMHS Board follows the Emergency Levels and Procedures Alert System of Erie

County, Ohio. This tiered alert system is an effective way of communicating the severity of an emergency and the corresponding actions. It is structured as follows:

Emergency Levels and Procedures:

Level 1 Alert

Description: Roadways are hazardous due to accumulated snow or ice.

Action: Employees should exercise caution while commuting. Monitor local weather updates and follow any additional instructions from management. ADAMHS Board, staff and visitors should exercise caution. Minor disruptions that do not significantly impact operations. Staff should remain on-site but be aware of the situation. Examples include brief road/travel advisory, power outages or minor water disruptions.

Level 2 Alert

Description: Roadways are hazardous due to blowing and drifting snow and/or ice cover.

Action: Only those who feel it is necessary to drive should be on the roadways. Contact the ADAMHS Board Safety Officer to determine if you should report to work. Remote work is encouraged if possible. Moderate disruptions that may impact operations but do not require immediate evacuation. Staff should prepare for potential closure and follow specific instructions from the Safety Officer/Executive Director. Examples include extended road/travel advisory, power outages or significant water disruptions lasting into the second day.

Level 3 Alert

Description: Roadways are closed to all non-emergency travel due to extremely hazardous conditions. No one should be on the road unless it is absolutely essential. Individuals driving for non-emergency reasons may be subject to arrest.

Action: Severe disruptions that significantly impact operations and require immediate evacuation or closure of the office. Staff should leave the building and follow emergency procedures. Examples include building destruction, major fire, tornado warnings, bomb threats, or other significant threats to safety.

EVACUATION PROCEDURES

1. **Notification:** Employees will be notified of the need to evacuate as described in the communication plan.
2. **Exit Routes:** Follow the designated exit routes posted throughout the building.
3. **Assembly Point:** Gather at the designated assembly point outside the building.
4. **Headcount:** Safety Officer/Executive Director will conduct a headcount to ensure all employees are accounted for.
5. **Emergency Services:** Await further instructions from emergency services.

TRAINING AND DRILLS

1. **Regular Review:** Conduct regular reviews of emergency procedures with all staff members.
2. **Drills:** Schedule periodic drills to ensure familiarity with evacuation routes and procedures.

EMERGENCY OR DISASTER SITUATION

1. Power/Utility Failures

- a) If there's a power outage, the Safety Officer/Executive Director will decide if staff should leave the building.
- b) For disruptions, staff will stay unless it lasts into a second day, at which point the Safety Officer/Executive Director will decide if staff should leave.

2. Building Destruction

If the ADAMHS Board office building is unusable or destroyed, staff will temporarily move to the Erie County Commissioners' offices. Depending on repair time, a more permanent solution will be arranged.

3. Fire Safety

The Safety Officer/Executive Director will document fire extinguisher training and conduct annual fire safety drills. Staff will participate in these drills and learn how to use fire extinguishers. The Safety Officer/Executive Director will inform staff about fire extinguisher locations and training schedules.

4. Tornado Safety

The Safety Officer/Executive Director will document tornado drills, and staff will participate. Staff must know the designated shelf areas. If anyone refuses to go to the designated area, the ADAMHS Board will not be liable.

5. Bomb Threats

The Safety Officer/Executive Director will document staff training for bomb threats. The procedure is:

- a) The person receiving the threat should alert nearby people and use the bomb threat checklist to record details.
- b) Try to get information about the bomb's location, detonation time, and appearance.
- c) Contact the Erie County Sheriff's Office immediately. Staff and visitors will evacuate until an "all clear" is given. The Safety Officer/Executive Director will decide if staff should go home.
- d) The Safety Officer/Executive Director will complete an incident report after any bomb threat.

6. Mail Threats

Staff should be cautious with mail, especially if there have been recent threats or outbursts. If tampering is suspected, gently put the package down, evacuate the area, and notify the

Safety Officer/Executive Director immediately. Do not use cell phones.

7. Threats of Violence

No one may engage in or threaten violence on Board premises or during Board business. This includes:

- a) Using force to cause harm (e.g. hitting, fighting, pushing, throwing objects).
- b) Acts or threats meant to intimidate, coerce, or cause fear.
- c) Threats made through words, gestures, or symbol.
- d) Employees must report any witnessed, received, or informed threats or acts of violence to the Safety Officer/Executive Director.

8. Suspicious Persons

If staff encounters a suspicious person:

- a) If they seem approachable, ask if you can help. If their response is odd, excuse yourself and notify the Safety Officer/Executive Director.
- b) If they seem unapproachable, notify the Erie County Sheriff's Office immediately.
- c) If they enter the office, listen to their concern. If it's legitimate, notify the Executive Director.

9. Weapons

- a) The ADAMHS Board office is a weapons-free zone as per Ohio law. No one may possess or bring deadly weapons onto the premises unless authorized by law.
- b) This policy covers the office area, owned or leased buildings, surrounding areas, and personal vehicles during Board business.
- c) Signage will be posted on ADAMHS Board property.
- d) This includes all ADAMHS Board programs, meetings, trainings, and events.
- e) Weapons include handguns, firearms, explosives, knives, and other items as defined as weapons by law.
- f) Report any known weapon to the Executive Director, who will notify authorities.

10. Medical Emergency

In a medical emergency, staff must decide whether to call 911. The person involved can choose to accept EMS Services. Any costs are not the responsibility of the ADAMHS Board.

11. Pandemic Flu Threat

The Safety Officer/Executive Director will decide if staff need to work from home, considering quarantine situations and employees' health.

12. Use of Alcohol & Illegal Drugs

The ADAMHS Board maintains a drug-free workplace. Employees cannot work under the influence of alcohol or illegal drugs. The manufacture, sale, distribution, possession, or use of controlled substances on the job or premises is prohibited.

13. Smoking

No smoking is permitted in the ADAMHS Board offices. Signs will be posted to let the public know that this is a non-smoking office.

EVACUATION PROCEDURES

1. **Notification:** Employees will be notified of the need to evacuate via the emergency alert system.
2. **Exit Routes:** Follow the designated exit routes posted throughout the building.
3. **Assembly Point:** Gather at the designated assembly point outside the building.
4. **Headcount:** A headcount by Safety Officer/Executive Director will be conducted to ensure all employees are accounted for.
5. **Emergency Services:** Await further instructions from emergency services or management.

TRAINING AND DRILLS

1. **Regular Training:** Conduct regular training sessions on emergency procedures.
2. **Drills:** Schedule periodic drills to ensure employees are familiar with evacuation routes and procedures.

REVIEW AND UPDATES

1. **Annual Review:** The emergency policy will be reviewed and updated annually.
2. **Feedback:** Employees are encouraged to provide feedback on the policy to improve its effectiveness.

This emergency and disaster policy is designed to ensure the safety and well-being of all ADAMHS Board staff, members, and authorized visitors. It aligns with relevant sections of the Ohio Revised Code to ensure compliance with state regulations. Specifically:

- Section 2917.13: Addresses the obstruction of lawful operations during emergencies.
- Rule 1301:7-7-04: Covers emergency planning and preparedness, including reporting emergencies, coordination with emergency response forces, and emergency plans.
- Rule 4501:5-1-01: Outlines the requirements for emergency management plans and tests.

By adhering to these guidelines, the ADAMHS Board commits to maintaining a safe and secure environment for all individuals involved.

Approved

Board Chair


Executive Director

Date

Date

2-18-2025

2-19-2025

**RESOLUTION of the
ALCOHOL, DRUG ADDICTION AND MENTAL SERVICES BOARD ERIE COUNTY**

February 18, 2025

RESOLUTION NO. 02-2025-05

A RESOLUTION to APPROVE the EMERGENCY and DISASTER OFFICE POLICY, No. III-A.4

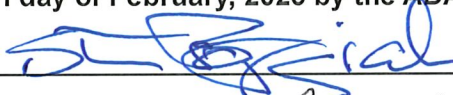
WHEREAS, the Alcohol, Drug Addiction, and Mental Health Services (ADAMHS) Board of Erie County (herein referred to as "Board") recognizes the importance of transparency and public participation in its meetings;

WHEREAS, the ADAMHS Board of Erie County has reviewed and discussed the proposed EMERGENCY and DISASTER OFFICE Policy, No. III-A.4 to ensure compliance with the Ohio Revised Code Section 2917.13 and 3750.03, as well as Chapter 5502.

NOW, THEREFORE, BE IT RESOLVED that the ADAMHS Board of Erie County hereby approves the EMERGENCY and DISASTER OFFICE Policy, No. III-A.4 as presented;

BE IT FURTHER RESOLVED that the Executive Director is authorized and directed to implement the EMERGENCY and DISASTER OFFICE Policy, No. III-A.4 in accordance with the terms set forth in the policy document.

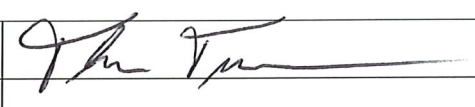
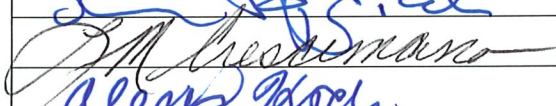
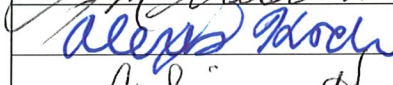
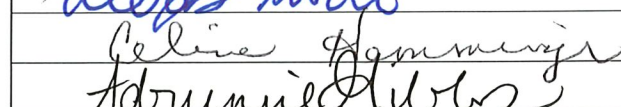
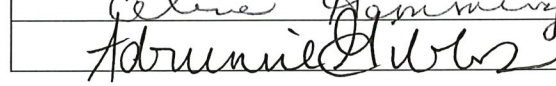
Adopted this 18th day of February, 2025 by the ADAMHS Board of Erie County.

RESOLVED BY: 

SECOND TO RESOLUTION BY: 

RESOLUTION Approved ROLL CALL Vote of the Board Members Present:

YES:

NO:

ABSTAIN:

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