


LAPEER COUNTY COMMUNITY MENTAL HEALTH

Date Issued 05/21/2008

Date Revised 03/20/12; 3/15/13; 03/25/15; 04/13/16; 11/26/18;10/23/20; 06/21/22; 02/23/23; 4/16/24

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| CHAPTER Facilities | CHAPTER 08 | SECTION 003 | SUBJECT 30 |
| SECTION Safety | | DESCRIPTION Severe Weather Safety | |
| WRITTEN BY Michael K. Vizena, M.B.A. Executive Director | REVISED BY Jacklyn Shillinger, BA, Quality Improvement Coordinator | AUTHORIZED BY  Brooke Sankiewicz, LMSW, CADC, CEO | |

APPLICATION:

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|---|---|--|---|
| <input checked="" type="checkbox"/> CMH Staff | <input checked="" type="checkbox"/> Board Members | <input checked="" type="checkbox"/> Provider Network | <input checked="" type="checkbox"/> Employment Services Providers |
| <input checked="" type="checkbox"/> Employment Services Provider Agencies | <input checked="" type="checkbox"/> Independent Contractors | <input checked="" type="checkbox"/> Students | <input checked="" type="checkbox"/> Interns |
| <input checked="" type="checkbox"/> Volunteers | <input checked="" type="checkbox"/> Persons Served | | |

POLICY:

Lapeer County Community Mental Health (LCCMH) provides an office atmosphere maintaining the highest possible standards relating to severe weather safety.

STANDARDS:

- A. The Health and Safety Committee, unless otherwise specified, is responsible for the functions described in this policy.
- B. The Health and Safety Officer or designee serves as the Severe Weather Coordinator.
- C. The shelter locations are equipped with first aid kits and safety items needed during a 'take cover' situation.

PROCEDURES:

- A. Severe weather drills are performed at a minimum of one time per year on every shift at every location.

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- B. Severe weather drills are documented on the Drill-Emergency Report Form #F235 and reported through the Health and Safety Committee meeting minutes.
- C. Staff are trained in severe weather safety during New Hire Orientation and provided with the agency's Emergency Preparedness and Response Plan; located in the 'Templates Folder'.
- D. Staff complete a yearly severe weather safety training online.
- E. All staff familiarize themselves with the locations to 'take cover' during severe weather.
- F. Each location is equipped with a weather band radio located in the reception area.
- G. The Health and Safety Committee is responsible for completing bi-annual checks on the 'take cover' safety items.

REFERENCE:

Emergency Preparedness and Response Plan
 Drill-Emergency Report Form #F235

JS

 This policy supersedes
 #05/08032 dated 05/21/2008.
