

# INCLEMENT WEATHER EMERGENCY PROTOCOL

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All Staff on duty during the winter storm(s) are expected to follow the emergency preparedness protocol.

In summary, this includes:

1. Ensuring all steps, ramps, walkways are cleared at all times
2. The Area around generator doors are clear to allow access should power go out
3. Staff is to remain on duty until relieved by oncoming staff. If two staff are expected at any time, no one staff should leave without prior approval through the Coordinator. **STAFF ARE NOT TO DETERMINE WHO LEAVES FIRST! Ratios must be maintained.**
4. No company vehicle is to be moved unless it is directed by an administrator. Staff should also be assisting in keeping the company vehicle clear in case of emergency.
5. In case of power failure, call BGE. (The number is on the top corner of the emergency sheet posted within your house.) In the homes equipped with a generator, start the generator by following the instructions in the green binder manual.
6. Keep all individuals engaged in activities within the home, not by use of CNN. Tune the televisions to local channels to get updates in the area.