

## KANISHKA FOOD SERVICE

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### POLICY AND PROCEDURE ON EMERGENCIES

#### I. PURPOSE

The purpose of this policy is to provide guidelines on preparing for, reporting, and responding to emergencies to ensure the safety and well-being of persons served.

#### II. POLICY

The company will be prepared to respond to emergencies as defined in MN Statutes, section 245D.02, subdivision 8, that occur while providing services, to protect the health and safety of and minimize risk of harm to the person(s) served. Staff will address all emergencies according to the specific procedure outlined in this policy and act immediately to ensure the safety of persons served. After the situation has been resolved and/or the person(s) involved are no longer in immediate danger, staff will complete the necessary documentation in order to comply with licensing requirements on reporting and to assist in developing preventative measures, if applicable. For incident response procedures, staff will refer to the Policy and Procedure on Responding to and Reporting Incidents. All staff will be trained on this policy and the safe and appropriate response to and reporting of emergencies. Program sites will have contact information of a source of emergency medical care and transportation readily available for quick and easy access. In addition, a list of emergency phone numbers will be posted in a prominent location and emergency contact information for persons served at the facility including each person's representative, physician, and dentist.

#### III. PROCEDURE

##### Defining emergencies

- A. Emergency is defined as any event that affects the ordinary daily operation of the program including, but not limited to:
1. Fires.
  2. Severe weather.
  3. Natural disasters.



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4. Power failures.
5. Emergency evacuation or moving to an emergency shelter.
6. Temporary closure or relocation of the program to another facility or service site for more than 24 hours.
7. Other events that threaten the immediate health and safety of persons served and that require calling "911."

#### Preparing for emergencies

- A. To be prepared for emergencies, a staff person trained in first aid will be available on site in a day services facility, and when required in a person's Coordinated Service and Support Plan (CSSP) and/or CSSP Addendum, be able to provide cardiopulmonary resuscitation (CPR), whenever persons are present and staff are required to be at the site to provide direct services.
- B. Each day services facility will have a first aid kit readily available for use by, and that meet the needs, of persons served and staff. The first aid kit will contain, at a minimum, bandages, sterile compresses, scissors, and ice bag or cold pack, an oral or surface thermometer, mild liquid soap, adhesive tape, and a first aid manual.
- C. Day service facilities will have:

1. A floor plan available that identifies the locations of

- a. Fire extinguishers and audible or visual alarm systems
- b. Exits, primary and secondary evacuation routes, and accessible egress routes, if any
- c. An emergency shelter within the facility

2. A site plan that identifies:

- a. Designated assembly points outside the facility
- b. Locations of fire hydrants
- c. Routes of fire department access

3. An emergency escape plan for each person served.

D. Quarterly fire and severe weather drills will be conducted throughout the year on various days of the week and times of the day. Staff and persons served in the facility will not be notified prior to the drill, if possible, to ensure correct implementation of staff responsibilities for response. The manager or

  
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designee will be responsible for the initiation of the emergency drill and will record the date, day, and time of the drill in the emergency plan files.

E. As part of the emergency plan file kept at the facility site, the following information will be maintained:

1. The log of quarterly fire and severe weather drills.
  2. The readily available emergency response plan.
  3. Emergency contact information for persons served at the facility including each person's representative, physician, and dentist.
  4. Information on the emergency shelter within the facility and the designated assembly points outside the facility.
  5. Emergency phone numbers that are posted in a prominent location.
- F. If persons served require the use of adaptive procedures or equipment to assist them with safe evacuation, staff will receive specific instruction on these procedures and equipment

#### **Responding to emergencies**

A. Staff will call "911" based upon the emergency situation as provided in each individual response procedure as stated below

#### **B. Fire**

1. Staff will respond immediately to all fire and smoke detector alarms or signs of fire by activating the alarms system.
2. All persons will be evacuated from the building by staff and assembled at the established designated assembly point outside the facility.
3. "911" will be immediately called from a neighbor's telephone or a cell phone in order to report the fire.
4. Staff will contain the area of the fire, if feasible, by closing doors. If it is possible to put out the fire with a fire extinguisher, staff will attempt to do so.
5. Staff will notify the manager or designee.
6. Persons served and individuals will not reenter the program site until the police or fire department issue instructions that the area is safe.
7. If the program site is not habitable and relocation to a designated safe area such as an emergency shelter is necessary, staff will follow the procedures in Letter E of this Responding to emergencies section.

#### **C. Severe weather conditions and natural disasters**

1. At the first sign of severe weather, including but not limited to high winds, heavy snow or rain, or extreme temperatures, staff will confirm the location and safety of all persons served.



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