

# Ocean View NPS Emergency Preparedness Plan

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**Ocean View NPS  
Emergency Preparedness Plan**

**Key Personnel Contact Numbers**

<b><u>Personnel</u></b>	<b><u>Cell Phone</u></b>
<b>School Director Helen Condas, LCSW</b>	<b>(949) 887-7112</b>
<b>CEO George Condas, PhD</b>	<b>(949) 887-7113</b>
<b>Assistant Administrator Able Wang</b>	<b>(858) 774-7510</b>
<b>Clinical Director Penny Sullenger, LMFT</b>	<b>(714) 334-0148</b>
<b>Resource Director Jennifer Durban MSW</b>	<b>(513) 349-8114</b>

<b><u>Note:</u></b>	<b>Calls to the above Senior Staff members are to be made immediately after the students, staff and visitors have been removed from immediate danger. Start with the top of the list and work down until someone is reached.</b>
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## Outside Agencies Emergency Phone List

<b>Police</b>	(949) 770-6011
<b>FBI</b>	(714) 939-8699
<b>Fire Dept. Station #45</b>	(714) 573-6000
<b>Electric: SDGE</b>	(800) 411-7343
<b>RSM Water Dist.</b>	(949) 459-6400
<b>RSM Disaster Emerg.</b>	(949) 635-1800
<b>So Cal Gas Company</b>	(800) 427-2200
<b>Ca Dept Education</b>	(916) 319-0800

## Medical Services

<b>Ambulance</b>	911
<b>Mission Hospital ER</b>	(949) 365-2202
<b>Poison Control</b>	(800) 222-1222
<b>Protective Services</b>	(714) 940-1000
<b>Red Cross</b>	(949) 588-6878

**Ocean View NPS  
Emergency Preparedness Plan  
Policy**

It is the policy of Ocean View NPS to have an established and practical plan that provides procedures to be followed in the event of a disaster within or near the facility. A disaster is defined as an unusual occurrence, which may involve physical injury, the threat of physical injury, the serious disruption of the facility's ability to function or the threat of the disruption of the facility's ability to function. This Emergency Preparedness Plan gives specific procedures to respond to in all the following emergency situations:

**Health Related**

1. Pandemic

**Weather Related**

1. Earthquake
2. Flood
3. Wind
4. Lightning Strike
5. Extreme Heat

**Mechanical Failure**

1. Loss of Alarm System
2. Loss of Heating System
3. Loss of Sewage System
4. Loss of Telephone System
5. Loss of Water
6. Gas leak (Explosion Prevention)
7. Structural Damage to Building

**Threats of Violence and Violence**

1. Bomb Threat
2. Disruption Program/ Security
3. Weapons on Campus

**Fire & Hazardous External Events**

1. Fire
2. Nuclear Event
3. Toxic Spill

**Off-Campus Transportation Issue(s)**

1. Vehicle Accident

**Evacuation Issues**

1. Evacuation Procedures
2. Evacuation Grounds

**Ocean View NPS  
Emergency Preparedness Plan**

**Policy (Continuation)**

No plan can anticipate all potential components nor calculate all the variables that may constitute an actual or threatened disaster; however, this plan provides the guidelines for a method to ensure the safety of students, staff and visitors at all times and can be adapted to other unforeseen events.

Ocean View NPS consists of Non-Public onsite school programming. There are students, staff and visitors in the building on any given day. It is essential that continuity of care be maintained at all times.

**Access to the Ocean View NPS at 30615 Ave de Las Flores in Rancho Santa Margarita California is gained through the School Director or her designee during regular business hours (7 am to 4 pm Monday through Friday).**

## **Ocean View NPS Emergency Preparedness Plan**

### **Objectives**

The objectives of this Emergency Preparedness Plan are:

1. To ensure the health, safety and well-being of all of Ocean View NPS's occupants, including students, staff and visitors.
2. To ensure staff members respond calmly by assessing the situation and implementing the procedure appropriate to that situation.
3. To limit damage to the physical plant and property loss.
4. To maintain a continuity and continuation of student programming and all related counseling/medical services whenever and wherever possible in the event of a disaster.

In order to achieve these objectives:

1. All staff will be trained in the procedures in this manual during orientation and at least annually thereafter. This training provides for fire drills to be held at least monthly and disaster drills to be held at least semi-annually. Documentation of training will be kept and each session will be assessed by the Quality Improvement Committee.
2. Emergency numbers are posted on or near each telephone.
3. Battery operated rechargeable lanterns are located in the staff office.
4. Three days worth of emergency food supplies and disposable utensils, plates, bowls, and cups are stored in a specially marked section in the Dietary storage area. These food supplies are dated and regularly rotated to assure freshness.
5. Waterless hand sanitizing cleaner is available throughout the facility.
6. A Visitor's Log is kept in the reception area. Any visitor, delivery personnel and/or staff members not regularly assigned to the Ocean View NPS facility must sign in upon arrival and sign out when leaving.

The Emergency Preparedness Plan **must** be put into effect immediately if a disaster occurs

### **Disaster Control Center:**

The Disaster Control Center will be in the School Director's office during working hours. The School Director/Safety Officer will determine an alternate Disaster Control Center if the staff office is unsafe.

**Ocean View NPS  
Emergency Preparedness Plan**

**Reporting a Disaster**

**School Director/Safety Officer:**

Upon being notified of a disaster, the School Director/Safety Officer will initiate the appropriate plan.

1. First staff person aware of or alerted by a student or visitor of, a disaster shall immediately:
  - a. When the disaster is immediate and life threatening, teachers are to institute investigation and evacuation.
  - b. When there is a threat or risk of disaster, call the School Director/Safety Officer who will alert the School Director.
  
2. The person reporting the disaster shall provide the following information:
  - a. caller and caller location
  - b. nature of emergency – fire, explosion, etc.
  - c. location of disaster
  - d. estimated number of people injured

The School Director/Safety Officer or designee will meet any emergency personnel and explain the situation.

3. The person reporting the disaster will stay at a safe distance from the disaster when a dangerous condition exists and wait for assistance.

If the disaster area is determined to be safe, the person may render first aid assistance if qualified to do so.

4. In addition, the reporting person will advise assisting personnel of what has happened and briefly describe the disaster and number of victims involved.

## PANDEMIC

### OCEAN VIEW NPS PANDEMIC PREPAREDNESS CHECKLIST

#### PLANNING AND COORDINATION:

- Form a team of staff members to produce a plan for dealing with the possibility of a pandemic outbreak at your location.
- Identify all the ways that a pandemic might affect your program and develop a plan of action. Train all staff on this plan of action and rehearse the implementation of this plan in the event it should become necessary. Assess the effectiveness of your plan and make any revisions as needed.
- Assign one person to monitor your state and local public health departments and The Center for Disease Control on a daily basis for any updates and interim guidance.

#### STAFFING:

- Prepare a list of alternative workers in the event of staff shortages. Update phone records and prepare a protocol for calling in relief workers in the event of call offs by staff due to personal illness or illnesses of family members. Include a plan for the handling of staff that becomes ill with the virus at work and the protocol for when they may return to work after recovering from a case of the pandemic.

#### COMMUNICATION:

- Prepare a plan for the communication of information to staff and families. The plan should include who will be responsible for the communication, back up methods of communication and for the development and updating of all phone lists.
- Anticipate the potential fear and anxiety of staff, student, and families as a result of rumors and media hype. Reassure the families we serve that Ocean View NPS are staying on top of all information coming from local health agencies and the CDC. Let them know that we are implementing all recommended practices in preventing the spread of infections.
- Teachers should let the parents/legal guardians/DSS know that the CDC is recommending that if your student is sick, they will stay home from school.



- Keep thorough records of all staff and student illnesses.

#### SUPPLIES:

- Identify any additional supplies that may be required for a flu/virus pandemic (e.g., masks, gloves, hand hygiene products.)
- Provide sufficient and accessible infection prevention supplies, such as soap, alcohol-based/waterless hand hygiene products, tissues, and receptacles for their disposal in facilities.
- Monitor and maintain your supply levels. Research back up suppliers in the event that usual distributors would become unavailable or unable to meet your needs in the event of a pandemic.

#### EDUCATION:

- Hold training with all staff members on the symptoms and prevention of flu viruses, and proper hand washing techniques. These training materials can be downloaded from the CDC website or by contacting the School Director/Safety Officer. Reassure staff on any concerns they may be having. Be sure and document an acknowledgement of this training by each employee.
- Hold trainings for all staff on the importance of proper hand washing. If therapists and social workers are available at your facility, have them present to discuss any concerns or fears that the student, staff and/or parents may be experiencing with this potentially stressful situation.
- Prominently display “WASH YOUR HANDS” posters throughout your facility.

#### MAINTAINANCE:

- The School Director/Safety Officer is responsible for assuring that facility is maintained in a clean and sanitary condition to prevent the spread of potentially harmful microorganisms.

**Ocean View NPS  
Emergency Preparedness Plan**

**EARTHQUAKE**

Federal, State, and local emergency management experts and other official preparedness organizations all agree that “Drop, Cover, and Hold On” is the appropriate action to reduce injury and death during earthquakes. It is uncertain from the initial shaking if an earthquake will suddenly become intense...so always Drop, Cover, and Hold On immediately. In MOST situations, you will reduce your chance of injury if you:

1. **DROP** where you are, onto your hands and knees. This position protects you from being knocked down and also allows you to stay low and crawl to shelter if nearby.
2. **COVER** your head and neck with one arm and hand. If a sturdy table or desk is nearby, crawl underneath it for shelter. If no shelter is nearby, crawl next to an interior wall (away from windows). Stay on your knees; bend over to protect vital organs
3. **HOLD ON** until the shaking stops. Under shelter: hold on to it with one hand; be ready to move with your shelter if it shifts. No shelter: hold on to your head and neck with both arms and hands.

If there is no table or desk near you, drop to the ground and then if possible move to an inside corner of the room. Be in a crawling position to protect your vital organs and be ready to move if necessary, and cover your head and neck with your hands and arms.

Do not move to another location or outside. Earthquakes occur without any warning and may be so violent that you cannot run or crawl. You are more likely to be injured if you try to move around during strong shaking. Also, you will never know if the initial jolt will turn out to be start of the big one...and that’s why you should always Drop, Cover, and Hold On immediately!

**Recommended Earthquake Safety Actions**

1. **Indoors: Drop, Cover, and Hold On.** Avoid exterior walls, windows, hanging objects, mirrors, tall furniture, large appliances, and kitchen cabinets with heavy objects or glass. However, do not try to move more than 5-7 feet before getting on the ground. Do not go outside during shaking! The area near the exterior walls of a building is the most dangerous place to be. Windows, facades and architectural details are often the first parts of the building to break away. If seated and unable to drop to the floor: bend forward, Cover your head with your arms, and Hold On to your neck with both hands.
2. **In a wheelchair:** Lock your wheels and remain seated until the shaking stops. Always protect your head and neck with your arms, a pillow, a book, or whatever is available. See [EarthquakeCountry.org/disability](http://EarthquakeCountry.org/disability) for recommendations for people who use wheelchairs, walkers, or are unable to drop to the ground and get up again without assistance.

- Keep thorough records of all staff and student illnesses.

#### SUPPLIES:

- Identify any additional supplies that may be required for a flu/virus pandemic (e.g., masks, gloves, hand hygiene products.)
- Provide sufficient and accessible infection prevention supplies, such as soap, alcohol-based/waterless hand hygiene products, tissues, and receptacles for their disposal in facilities.
- Monitor and maintain your supply levels. Research back up suppliers in the event that usual distributors would become unavailable or unable to meet your needs in the event of a pandemic.

#### EDUCATION:

- Hold training with all staff members on the symptoms and prevention of flu viruses, and proper hand washing techniques. These training materials can be downloaded from the CDC website or by contacting the School Director/Safety Officer. Reassure staff on any concerns they may be having. Be sure and document an acknowledgement of this training by each employee.
- Hold trainings for all staff on the importance of proper hand washing. If therapists and social workers are available at your facility, have them present to discuss any concerns or fears that the student, staff and/or parents may be experiencing with this potentially stressful situation.
- Prominently display “WASH YOUR HANDS” posters throughout your facility.

#### MAINTAINANCE:

- The School Director/Safety Officer is responsible for assuring that facility is maintained in a clean and sanitary condition to prevent the spread of potentially harmful microorganisms.

## **Ocean View NPS Emergency Preparedness Plan**

3. On the floor: Don't get up. . Lie face down to protect vital organs, and Cover your head and neck with a pillow, keeping your arms as close to your head as possible, while you Hold On to your head and neck with both hands until shaking stops. You are less likely to be injured by fallen and broken objects by staying where you are.
4. In a high-rise: Drop, Cover, and Hold On. Avoid windows and other hazards. Do not use elevators. Do not be surprised if sprinkler systems or fire alarms activate.
5. In a classroom: Drop, Cover, and Hold On. Laboratories or other settings may require special considerations to ensure safety. Students should also be taught what to do at home or other locations.
6. In a stadium or theater: Drop to the ground in front of your seat or lean over as much as possible, then Cover your head with your arms (as best as possible), and Hold On to your neck with both hands until shaking stops. Then walk out slowly, watching for anything that could fall during aftershocks.
7. In a store: Drop, Cover, and Hold On. Getting next to a shopping cart, beneath clothing racks, or within the first level of warehouse racks may provide extra protection.
8. Outdoors: Move to a clear area if you can safely do so; avoid power lines, trees, signs, buildings, vehicles, and other hazards. Then Drop, Cover, and Hold On. This protects you from any objects that may be thrown from the side, even if nothing is directly above you.

### **Recommended Earthquake Safety Actions**

1. Driving: Pull over to the side of the road, stop, and set the parking brake. Avoid overpasses, bridges, power lines, signs and other hazards. Stay inside the vehicle until the shaking stops, then proceed carefully by avoiding fallen debris, cracked or shifted pavement, and emergency vehicles. If a power line falls on the car, stay inside until a trained person removes the wire.
2. Near the shore: Follow instructions above for your particular location. Then as soon as shaking reduces such that you are able to stand, walk quickly to high ground or inland as a tsunami may arrive soon. Don't wait for officials to issue a warning. Walk, rather than drive, to avoid traffic, debris, and other hazards.
3. Below a dam: Follow instructions above for your particular location. Dams can fail during a major earthquake. Catastrophic failure is unlikely, but if you live downstream from a dam, you should know flood-zone information and have prepared an evacuation plan for getting to high ground.

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**AFTER THE EARTHQUAKE, CHECK FOR INJURIES AND DAMAGE**

**1. First, take care of your own situation.**

- a. Remember your emergency plans. Aftershocks may cause additional damage or items to fall, so quickly get to a safe location. Take your disaster supplies kit.
- b. If you are trapped by falling items or a building collapse, protect your mouth, nose, and eyes from dust. If you are bleeding, put pressure on the wound and elevate the injured part. Signal for help with your emergency whistle, a cell phone, or knock loudly on solid pieces of the building, three times every few minutes. Rescue personnel will be listening for such sounds.
- c. Once you are safe, help others and check for damage. Protect yourself by wearing sturdy shoes and work gloves, to avoid injury from broken glass and debris. Also wear a dust mask and eye protection.

**2. CHECK FOR INJURIES**

- Check your first aid kit for first-aid manual.
- If a person is bleeding, apply direct pressure on the wound. Use clean gauze or cloth, if available.
- If a person is not breathing, administer rescue breathing.
- If a person has no pulse, begin CPR (cardiopulmonary resuscitation).
- Do not move seriously injured persons unless they are in immediate danger of further injury.
- Cover injured persons with blankets or additional clothing to keep them warm.
- Get medical help for serious injuries.
- Carefully check students or others needing special assistance

**3. CHECK FOR DAMAGE**

- **Fire** - If possible, put out small fires in the school or neighborhood immediately. Call for help, but don't wait for the fire department.
- **Gas Leaks** - Shut off the main gas valve only if you suspect a leak from broken pipes or the odor or sound of leaking natural gas. Don't turn the gas back on yourself - wait for the gas company to check for leaks.
- **Damaged Electrical Wiring** - Shut off power at the main breaker switch if there is any damage to school wiring. Leave the power off until the damage is repaired.

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- **Broken Lights and Appliances** - Unplug these as they could start fires when electricity is restored.
  - **Downed Power Lines** - If you see downed power lines, consider them live/energized and stay well away from them. Keep others away from them also. Never touch downed power lines or any objects in contact with them including vehicles.
  - **Fallen Items** - Beware of items tumbling off shelves when you open the doors of closets and cupboards.
  - **Spills** - Use extreme caution. Clean up any spilled medicines, drugs, or other non-toxic substances. Potentially harmful materials such as bleach, lye, garden chemicals, and gasoline or other petroleum products should be isolated or covered with an absorbent such as dirt or cat litter. When in doubt, leave everything alone.
  - **Damaged Masonry** - Stay away from chimneys and walls made of brick or block. They may have been weakened during the quake and could topple during aftershocks. Don't use a fireplace with a damaged chimney - It could start a fire or let poisonous gases into home.
4. If the need for evacuation is determined, follow appropriate procedures in the Evacuation section of this manual.

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## **Weather Related Issues**

**In order to facilitate communication between staff in weather related emergencies, it necessary that an all inclusive “ telephone chain” be developed Ocean View NPS and distributed to each and every staff person along with instructions as to how to utilize the chain in the event of emergencies along with the importance of keeping all telephone numbers confidential.**

### **Lightning Strike**

#### **Steps to Take to Avoid a Lightning Strike**

1. Get low
  - a. But not too low. Don't lie down on the ground; this guarantees that if lightning hits the ground nearby, it could pass through your body as well. Instead, crouch down so you're definitely not the tallest thing around—lightning is attracted to whatever is closest to it. Position your feet next to each other, with the heels touching. Try to rest on the balls of your feet so you minimize the surface of the ground you're touching.
2. Put your hands over your ears
  - a. Thunder can be extremely loud when it's directly overhead. Exposure to thunder can cause hearing loss, so try to protect your ears.
3. Watch your hair
  - a. If your hair—either on your body or head—starts to stand on end, or if you start to feel a tingling sensation, it's a sign that lightning is about to strike. If there's nowhere to go for safety, crouch down immediately.
4. If it's close by, get in your car
  - a. Cars are one of the safest places to be in a lightning storm. The metal of the car will direct the electricity around you rather than through you.
5. Don't run a long way for shelter
  - a. In most deaths caused by lightning strikes, the victims were either just step away from shelter or in the process of running to it when the strike occurred. If your car or other shelter is more than a few steps away, it's safer to crouch down and assume a safe position than to try and cross the distance.

## **Ocean View NPS Emergency Preparedness Plan**

6. Don't wait too long to seek shelter
  - a. Did you know that you can be struck by lightning even if the storm is far away? People have been fatally struck by lightning that appeared to come out of a clear blue sky. Bear in mind that if you can hear thunder—even if the sky is blue—the storm is within striking distance. Don't wait to get out of the water or get to a safe place.
7. Not all shelter is created equal
  - a. There are a few places it's actually less safe to be in a thunderstorm than out in the open. Never take shelter under a tree—trees attract lightning strikes and one could fall on you if it's struck. The lightning could also jump from the tree to you on the way to the ground.
8. Stay safe inside
  - a. Stay away from landline phones and electrical appliances, and don't use the water in your house—don't wash dishes, do laundry, take a bath or shower, or use the sink at all. Lightning can travel through telephone wires, electrical wires, and plumbing—and water is a great conductor of electricity, even inside the house.

### **What to Do After a Lightning Strike**

Even lightning strikes that don't cause death can cause serious injuries, including cardiac arrest, brain injury, nerve damage, and major burns. The first thing you should do if someone near you is struck by lightning is to call 911. Other steps you should take depend on the victim's situation. Here are a few tips:

1. Be sure the area is safe
  - a. Most of the time, first aid should be performed immediately in serious cases. However, lightning storms can cause danger for rescuers as well as victims. Avoid putting yourself or other rescuers in positions where they could also be at risk of a lightning strike. If you can, move the victim to shelter before beginning any kind of first aid.
2. Start CPR
  - a. The most likely first aid measure you will have to take will be to perform CPR if the person is unresponsive, as they may be suffering from cardiac arrest—the number one cause of death due to lightning strike. Under most circumstances CPR should be started immediately, but in the case of a lightning storm, it is important to make sure you and the victim are in a safe, sheltered place before beginning.



## **Ocean View NPS Emergency Preparedness Plan**

### 3. Treat the person's burns

- a. Burns may also occur after a lightning strike. Treating burns is not as high priority as administering CPR, but if a person is conscious and has been burned, it should get treatment. Call 911, and then cover the burn loosely with a dry, clean cloth. Remove clothing if necessary, but do not try to remove cloth that is stuck to a burn.

### 4. Treat the person for shock

- a. Lightning strikes can cause neurological damage, and if the victim is conscious, they might be disoriented—either from such damage or from shock. Either way, it's a good idea to get the victim to lie down and elevate their feet above their head if you suspect shock. Be sure to keep the victim warm with a blanket or jacket if possible.

Lightning strikes can be fatal, but they don't have to be. The best way to keep them from being serious is to take precautions before the strike. If you hear thunder, get out of water or take shelter—no matter whether or not you can see clouds in the sky. If you are caught in a lightning strike, crouch down on the balls of your feet, with your feet close and your heels touching.

## **Flood**

Upon first learning of threat of flood, the School Director/Safety Officer will:

1. Alert all classrooms of weather conditions
2. Staff members will alert students through group meetings on weather conditions.
3. The situation will be monitored by listening to local weather reports.
4. Key personnel will be notified of the condition (phone numbers are listed in the front of this manual).
5. Ensure staff/students/visitors safety at all times.

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6. Emergency water supplies should be drawn following procedures under Loss of Water section of this manual.
7. The School Director/Safety Officer will determine what staff will stay at the facility.
8. Follow appropriate procedures for conditions.

**High Wind Warning**

Upon first hearing of the threat of a High Wind Warning the School Director/Safety Officer will determine which PHASE to initiate:

**PHASE ONE:**

Weather alert has been received of possible Wind Advisory.

1. Alert all classrooms of the weather conditions.
2. Staff members will alert students through group meetings of weather conditions.
3. The weather situation will be monitored by listening to local weather stations.

**PHASE TWO:**

Weather alert has been received of High Wind Warning in the area.

1. All Phase One steps completed.
2. Staff members will alert students through group meetings of change in weather conditions and steps being taken in preparation.
3. Ensure students/visitors/staff safety by moving to central part of the building or alternate safe site as determined by the School Director/Safety Officer. Stay away from all windows and exterior doors

**PHASE THREE:**

High Winds hits Ocean View NPS areas:

1. Ensure students/visitors/staff safety at all times.
2. Follow appropriate procedures for conditions. If need for evacuation is determined, follow appropriate procedures in Evacuation section of this manual

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## **Mechanical Failure Issues**

### **Explosion Prevention (Gas Leak)**

1. Toxic fumes can infiltrate a building through open doors, open windows, improperly stored chemicals or faulty refrigeration lines.
2. If a gas leak or toxic fumes are detected in a building, evacuate the affected area.
3. Ventilate the affected area by opening a window, even slightly when inclement weather exists.
4. Be on the lookout for any unusual packages or wires, which may reveal a concealed bomb.
5. Crisis prevention tip: additional explosions can take place after an initial incident has been reported. Move at least 300 feet away from the building. Stay away from windows.

### **Loss of Electrical Service**

If determined appropriate to ensure student safety, evacuation procedures will be instituted. Follow Evacuation section of this manual.

If main power goes off and emergency generator does not come on:

1. The School Director/Safety Officer will take emergency lanterns and flashlights and gather students and staff at predetermined meeting areas.
2. Staff members will alert students of conditions through group meetings.
3. Contact Police and alert to condition (phone numbers listed in front of this manual).
4. Contact power company
5. The program will continue with staff members remaining exceptionally aware of conditions:
  - a. Students will be kept in groups and will travel with staff at all times.
  - b. Students will be supervised at all times.
  - c. Staff will carry portable flashlights at all times.

## **Ocean View NPS Emergency Preparedness Plan**

6. Key personnel will be notified of conditions (phone numbers are available in the front of this manual).

If determined appropriate to ensure student safety, evacuation procedures will be instituted. Follow Evacuation section of this manual

### **Loss of Heating System**

Upon first learning of heating system problems, contact the School Director (number is listed in the front of this manual).

1. Alert all classrooms.
2. Staff members will alert students through group meetings.
3. Key personnel will be notified of the condition (phone numbers are available in the front of this manual).
4. If School Director can be contacted, he/she will contact appropriate service party.
5. If other buildings on the campus are not affected, move students to an unaffected building.
6. If conditions warrant (excessive drop in building temperature)
  - a. Students will be gathered in activity rooms.
  - b. Students will be given extra blankets from their beds and additional blankets can be accessed from Housekeeping supply closets.
  - c. Blankets will be placed over windows to conserve heat.
  - d. Hot beverages and additional snacks from the kitchen will be offered to all students and staff.
7. Key personnel will determine needs for evacuation. Follow procedures under the Evacuation section of this Emergency Preparedness Plan.

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**Loss of Water System**

If alerted that there will be a loss of water system, i.e. for repairs:

1. Alert all classrooms of the condition.
2. Staff members will alert students through group meetings of the conditions and the need to not flush toilets or run water in the sinks.
3. Key personnel will be notified of condition (phone numbers are available in the front of this manual).
4. If the need for evacuation is determined, follow appropriate procedures in the Evacuation section of this manual.

**Loss of Sewage System**

Upon first learning of the loss of sewage system:

1. Determine the extent of the problem:
  - a. Go to another area of the building to see if toilet flushes.
  - b. If toilets in other areas flush, contact Lessor to fix the affected toilets/sinks.
  - c. If toilets in other areas do not flush, follow the procedure as below.
  - d. If toilet is overflowing, turn off the water supply at the base of the toilet.
2. Alert all classrooms of the conditions and need to not flush toilets or run water in sink.
3. Staff members will alert students of conditions and need to not flush toilets of run water in sinks.
4. Key personnel will be notified of condition (the phone numbers are in the front of this manual).

**Ocean View NPS  
Emergency Preparedness Plan**

**Structural Damage to Building**

1. The first person aware of, or alerted by a student/student/visitor/staff of structural damage shall immediately:
  - a. When damage is life threatening, register alarm by pulling any fire alarm signal station to institute investigation and evacuation.
  - b. When there is threat of risk of disaster, call the Disaster Control Center designated for your campus. They will in turn alert the School Director/Safety Officer.
  - c. The person reporting the disaster shall provide the following information:
    - a. Caller and caller location.
    - b. Nature of damage –explosion, fallen tree, etc.
    - c. Location of damage.
    - d. Estimate of number of injured persons.
2. The School Director/Safety Officer will call 911 to request an ambulance if needed. Also, the School Director/Safety Officer will meet any emergency personnel and explain the situation upon their arrival.
3. The person reporting the damage will stay at a safe distance from the area when a dangerous condition exists and wait for assistance.
4. Should the damage site be determined to be safe, the person may render first aid.
5. The person reporting damage will advise assisting personnel of what has happened and briefly describe the number of victims involved.
6. Alert all classrooms of conditions. Notify teachers to make appropriate arrangements for nutritional services.
7. Move all students/visitors/staff to undamaged areas of the building or evacuate.
8. Staff members will alert students through group meetings of condition and steps being taken.
9. Key personnel will be notified of condition (phone numbers are listed in the front of this manual).
10. Follow the appropriate procedure for the existing condition. If the need for evacuation is determined, follow the appropriate procedure in Evacuation section of this manual.

**Ocean View NPS  
Emergency Preparedness Plan**

# **Threats of Violence and Violence**

## **Bomb Threat**

These instructions are planned to serve as a guide so that efficient service can be rendered in the event of a bomb threat.

Personnel are expected to exercise sound judgment in carrying out their responsibilities during this crisis.

Note: A written threat received via the mail or otherwise is to be reported to the program director or principal immediately. In conjunction with the School Director/Safety Officer they will determine the following:

1. Do not destroy the evidence.
2. If written on property, photograph and retain a copy.
3. Attempt to identify the handwriting.
4. Search for students/staff that might have been in the area.

**1. When a call is received, the person answering will:**

1. Keep the person talking as long as possible.
2. Be alert to background noises (music, voices, vehicles, aircraft, etc.).
3. Note voice characteristics.
4. Ask where the bomb will explode and at what time.
5. Ask what type of bomb it is what it looks like.
6. Note if the caller seems to be familiar with Ocean View NPS by his/her description of the facility.
7. Note time the call was received and the time the caller hung up.
8. Complete a "Bomb Threat Telephone Procedure" report form as soon as possible.

**2. Immediately:**

1. Notify the closest staff member who will contact emergency services, 911.
2. Notify the School Director/Safety Officer.
3. Notify "Key Personnel" (See the list in front of this manual).
4. Do not use "walkie talkie" type radios nor cell phones during the bomb threat. Hand held radios and cell phones may detonate electronic devices and may set off a bomb.

**Ocean View NPS  
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**C. Evacuate the Building:**

If the decision is made to evacuate, the School Director/Safety Officer or his/her Designee will alert all persons for evacuation.

**WHEN THE ALERT SOUNDS:**

All persons must vacate the building(s) immediately!

The School Director/Safety Officer and/or his designee(s) will check the rooms, including activity rooms, classrooms and offices, for students, staff and visitors in the immediate area. Close doors to isolate all rooms. Do **NOT** turn lights on or off; leave them alone as electrical switches could present a safety risk in the presence/vicinity of an actual bomb.

**WHEN THE STUDENTS LEAVE THE BUILDINGS:**

1. Students must be instructed to move as far away from all buildings as possible to pre-arranged locations in the event that an actual bomb were to go off causing significant flying debris.
2. The receptionist will take an accurate record of all visitors with her/him when exiting the building. She will take a head count of all visitors to verify that they have all left the buildings.
3. A head count should be immediately conducted by the Time Out staff from each floor to verify that all students and staff have exited the buildings.
4. The School Director/Safety Officer must be immediately informed of all missing students, staff and visitors.
5. The School Director/Safety Officer and/or his/her designee(s) will meet the arriving emergency personnel and assist them in their search of the buildings.

**“ALL CLEAR” SIGNAL:**

If the Police/Fire Department personnel declare that the building is safe, the School Director/Safety Officer will make to “all clear!” announcement.



**“Ocean View NPS Bomb Threat Report”**  
(Copy to both administration and local authorities.)

**1. DON'T PANIC OR HANG UP!!!**  
Keep the person on the line and get as  
much information as is possible.

Time Call Received: \_\_\_\_\_  
Date: \_\_\_\_\_  
Time Caller Hung Up: \_\_\_\_\_

**2. What was said by caller? (Try to recall any exact quotes)**

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**3. Any distinguishing background noises:**

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**4. Voice:**                      Male \_\_\_\_\_                      Female \_\_\_\_\_

Anything distinguishing about the voice (tone, rapid, slow, pitch, slang or street,  
Accent, frequently used words; child or adult):

---

**5. Ask WHERE the bomb will explode?:**

---

**6. Ask WHAT TYPE of bomb it is (what it looks like?)**

---

**7. Ask WHAT TIME the bomb will explode?:**

---

**8. Note if caller indicated KNOWLEDGE OF FACILITY by his/her description of  
locations:**

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Call Received by (Name): \_\_\_\_\_

**Ocean View NPS  
Emergency Preparedness Plan**

**Disruption of Program**

Disruption of the program may be defined as any unusual event which interferes with the normal running of the facility program and endangers the welfare of the students, staff or visitors wither physically, mentally or emotionally. Examples of such events are:

- a. Hostage situations
- b. Violent student/staff member
- c. Media coverage of a particular student
- d. Public demonstration on Ocean View NPS property

At all times staff will remain calm and function rationally to the best of their ability. The following is a guide for steps to be taken if possible. In some situation (hostage or violent person) this may not be possible as listed.

**IN THE EVENT OF DISRUPTION OF PROGRAM**

1. The staff member becoming aware of the situation will notify the School Director/Safety Officer.
2. The School Director/Safety Officer or his/her designee will ALERT all classrooms of the situation.
3. The teachers and/or counselors will alert the students through group meetings or by other appropriate means.
4. Notify "KEY PERSONNEL" (see the list in the front of this manual).
5. If applicable, the Police will be called for assistance.
6. All applicable laws will be followed at all times.
7. All efforts will be made to maintain confidentiality of students.

**SECURITY**

1. Access points to the building should be identified. All visitors are required to sign in at the receptionist's desk and identify the purpose of their visit and destination within the building. Visitors shall wear a visitor's badge at all times.
2. Visitors in the building not wearing a visitor's badge shall be escorted to the receptionist's desk so that they can be issued a badge if they are on the premises for an appropriate reason.
3. Students/Students should be encouraged to report suspicious individuals or unusual activity on the ground or aboard school buses. License plate numbers should be reported if suspicious vehicles continue to enter and leave parking lots.

**Ocean View NPS  
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**Weapons On Campus**

1. Students/students or staff who become aware of a weapon brought aboard a school vehicle or onto Ocean View NPS property must immediately notify an School Director. Police will be called. The weapon should be picked up or moved.
2. "Weapons" are defined as including: firearms (loaded or unloaded; in working or non-working condition), pellet guns, air guns, BB guns, stun guns, ammunition, poisons, chains, arrows, knives, blades, clubs metal knuckles, numchucks, throwing stars, explosives, fireworks, mace and other propellants, any object which has been modified to serve as a weapon, a device which has the appearance of a weapon or any device that is a facsimile of a real weapon.
3. In the case of a shooting, if the sniper is outside, close all window blinds of shades and turn off the lights. Get students/students on the floor and out of the line of fire. If a shooting situation is taking place in the building, lock the classroom/office doors and move occupants to a side of the room out of the direct line of fire.
4. Administer first aid to any victims until the EMS personnel arrive. Be careful not to make changes to the scene of the incident since the area will be investigated later by law enforcement authorities.
5. Designated staff will remain on site to provide support to student/students. Other staff will be dispatched to area hospitals with any injured students/students and to support parents/guardians.
6. Set up pre-designated areas for media to assemble. Do not allow members of the media inside the building(s).

**Ocean View NPS  
Emergency Preparedness Plan**

# **Fire & Hazardous External Events**

## **FIRE**

Ocean View NPS will maintain a continuing awareness of the fire safety procedures to be followed by staff when fire alarm sounds.

### Procedures

1. Fire tours will be conducted for all new staff which includes:
  - a. Location of Exits
  - b. Location of fire pulls and extinguishers
  - c. Responsibilities during a fire
  - d. Use of fire extinguishers
  - e. Location of evacuation designated assembly area.
2. An annual in-service will be provided for all staff providing actual hands-on experience with fire fighting equipment.
3. As part of the school's orientation, all new employees will be made aware of their department's specific duties.
4. Students will be told during group meetings what to do when an alarm sounds.
5. Maintenance personnel will conduct a test of the alarms monthly. All staff/ students/visitors will be informed of the test.
6. Monthly fire drills will be conducted, rotating between each shift. These will be:
  - a. Unannounced to the general facility.
  - b. Observed by available Safety Subcommittee members who will evaluate and document the drill.
7. During the fire drill, a red flag marked "fire" will represent the fire.
8. The results of the fire drills will be reviewed by Quality Improvement at their monthly meeting.
9. The local Fire Marshall will be invited to do an inspection of the facility at at least annually.

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General Instructions For Responding To Fire Alarms

1. a. Know the location of the nearest fire extinguisher and how to operate it.  
b. Know the location of the nearest pull station for alarm activation.  
c. Know the nearest fire exit.  
d. Be familiar with the floor plan for safe exit from your normal work area.
2. Do not panic; do not push, shove or run.
3. a. Close windows.  
b. Do Not turn off lights.  
c. Close, but do not lock doors.
4. Do not re-enter the building after evacuation.
5. Use sense of smell and touch, as well as sight for fire detection.
7. If clothing ignites, Stop, Drop and Roll to put out the fire.
8. When using a fire extinguisher, remember, "PASS":  
Pull safety pin.  
Aim.  
Squeeze.  
Sweep.
9. Remove one of the components of the fire:

Oxygen	Example:	Cover wastebasket to smother.
Heat		If electrical, pull plug.
Fuel		Use fire extinguisher.

10. Remember: "Student/staff safety comes first".
11. Heroic action is not expected. Fumes and smoke can kill. Use common sense.
12. If away from your usual area, remain with the nearest classroom.
13. When the evacuation alarm is sounded, all students and staff will evacuate and meet in the designated assembly area.

**Ocean View NPS  
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**Fire (Continuation)**

The School Director/Safety Officer will call 911 to request ambulance if needed.

If Fire Is In Your Area:

Person discovering fire:      R-C-A

1. Rescue individuals in danger.
2. Contain fire if possible-either using an extinguisher or closing door of room.
3. Pull Alarm.
4. Evacuate building after reporting status of fire to staff member who will be investigating the alarm.
5. Check classrooms, bedrooms, activity rooms, offices, kitchen area, and all common areas. Close windows and doors to rooms after you have checked them.
6. Go to the nearest safe exit with students/students/visitors/staff and exit building. Meet in designated assembly area. Students will line up for head count. Staff will identify anyone missing from each classroom.
7. Any person discovered missing should be reported immediately to the School Director/Safety Officer.

If Fire Is In Another Area:

1. Alarm will sound.
2. Alert students/students/visitors/staff of possible evacuation.
3. Secure vital records in your immediate area. Do not go to other areas of the building.

When Alarm Sounds:

1. Check classrooms, activity rooms, offices, kitchen area, and all common areas for students/students/visitors/staff in immediate area. Close doors and windows of rooms after you have checked them. Do not go to other areas of the building. If door is shut on a room, feel door for heat; if heat is felt, call out to see if anyone is inside. Do not open door. Alert School Director/Safety Officer of condition when evacuation is complete.

## **Ocean View NPS Emergency Preparedness Plan**

2. Go to the nearest safe exit with students/students/visitors/staff and exit the building. Medical emergencies/injured personnel will be aided in evacuation. Meet in the designated assembly area. Students will line up for head count. Staff will identify anyone missing from each classroom.
3. If a person is determined to be missing, it should be reported immediately to the School Director/Safety Officer.
4. The receptionist will take the Visitor Log with him/her upon evacuation. The receptionist will also determine if any visitors are missing and will report same to the School Director/Safety Officer.

### **Toxic Spill**

1. When Ocean View NPS becomes aware of a toxic spill in the area, follow instructions of local and State authorities regarding evacuation procedures.
2. Alert all classrooms of the condition.
3. Staff members will alert students through group meetings of the situation.
4. Follow appropriate procedures for existing conditions and/or local authority's instructions. If need for evacuation is determined, follow appropriate procedure in the Evacuation section of this manual and local authority's instructions.
5. If instructions are to "Protect in Place":
  - a. Remain inside the building.
  - b. Close all doors and windows.
  - c. Seal cracks under doors with wet towels or duct tape.
  - d. Turn off heating, air conditioning and ventilation systems.
  - e. If instructed to protect breathing, cover mouth and nose with wet cloth.
  - f. Stay inside until "all clear" is declared.

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**Hazardous Substance Spill**

1. Any major hazardous substance spill must be reported immediately to an administrator who will then contact the School Director/Safety Officer. Appropriate public safety classroom will be contacted.
2. All students/students and staff will be evacuated from the affected area.
3. Seal off contaminated area to further reduce contamination until arrival of trained personnel.
4. Persons who may be contaminated by a spill or release are to:
  - a. Inform a responsible party that medical attention is needed immediately.
  - b. Avoid physical contact with others.
5. Follow State and Federal guidelines for disposal of hazardous wastes.



**Ocean View NPS  
Emergency Preparedness Plan**

# **Off-Campus Transportation Issues**

## **Vehicle Accident**

### **Accident Scene Instructions:**

1. **Protect the area:** Put on flashing lights, set out flares, triangles or other emergency warning devices. This will help prevent further damage or injury. If accident is a minor fender bender try to move the vehicle to the side of the road or any safe area. Do not leave the scene.
2. **Notify authorities:** if the vehicle is equipped with a radio, notify the supervisor on duty of the accident before you leave the vehicle. If a radio is not available, wait until the accident scene has been properly protected, then phone or send someone to phone the Police and the supervisor on duty.
3. **Care for the injured:** call or send for an ambulance and Police at once. Do not move severely injured person(s) unless there is a fire or passing traffic makes it necessary. Stop heavy bleeding by applying pressure to the wound. Keep the injured person warm.
4. **Reporting the events:**
  - a. Do not admit fault or responsibility or argue with anyone.
  - b. Exchange vehicle information with the other driver. Vehicle registration, driver's license, insurance information, company name and phone number.
  - c. Get witnesses name(s) and phone number(s).
  - d. Get Police officer's name and badge number.
  - e. Remember accident details and position of the vehicles during and after the accident.
  - f. Complete an "auto accident reporting form" and a "safety related incident report" as soon as possible.
  - g. Notify the supervisor on duty as soon as possible, via radio in the vehicle or by telephone.

All accidents involving Ocean View NPS vehicles or equipment need to be reported, no matter how big or small. Also, any passengers in a vehicle involved in an accident, need to be seen by a doctor or nurse as soon as possible. Staff involved in a motor vehicle accident while transporting students must attempt to keep the students calm and follow the instructions of local or State authorities who arrive on the scene.

**Ocean View NPS  
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# **Evacuation Issues**

## **DIETARY**

It is the policy of Ocean View NPS to ensure that food service will be available to students, staff and visitors during emergency conditions if it is necessary for them to remain on campus rather than initiating the evacuation process.

1. Three days worth of nutritionally adequate food supplies and disposable utensils, plates, bowls and cups are to be stored in a dry storage room.
2. Waterless hand sanitizer is to be made available for all staff, students, students and visitors.
3. Emergency menus are found in the Food and Nutrition Service's Operating Guidelines

## **Evacuation of Grounds Determination of the Need to Evacuate**

Determination of the need to evacuate the facility will be based on the following criteria:

1. That the facility has suffered extensive damage to the point that no part of the structure is safe and able to be utilized to house and appropriately care for students.
2. Where the interruption of the essential utilities/services is disrupted to the point where back-up emergency services cannot sustain adequate student care needs or that repair/replacement is unable to be completed in a reasonable time depending upon the nature of the services and the discernment of the School Director/Safety Officer and Key Personnel.

Long-Term Evacuation:

1. Long-term evacuation will be carried out in the event that Ocean View NPS is unable to restore its facility to continue student services due to severe damage/inability to make repairs.
2. In the event of the evacuation of students to other temporary local facilities, Ocean View NPS will offer to provide the alternate facilities with personnel to maintain adequate student programming/supplemental provision of other supportive services and supplies.

**Ocean View NPS  
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3. The Student files, if indicated, will be transferred with the students. A release must be signed for record transfer.

**Evacuation of Buildings:**

1. Buildings are to be evacuated in a safe and orderly manner using the recommended evacuation routes. The routes are to be practiced during each monthly fire drill.
2. Once the building is evacuated it is important that all persons move a safe distance from the evacuated building. A designated "Safe Meeting Place", at least 250 feet from the building, has been determined for each building and all persons must assemble at that location to ensure that a proper head count is taken.
3. An evacuation/fire drill roster must be completed each time a building is evacuated and an accurate head count taken that includes students, staff, visitors, contractors and all other persons who may be in the building.

**Evacuation of Property:**

1. In the event it becomes necessary to evacuate the entire facility because of a disaster or emergency as defined in this plan, the following procedures will be used. These procedures will be tested twice a year during a Disaster Drill planned by the School Director and conducted in conjunction with the Safety Officer and to include all persons on the property at the time of the drill.
2. The School Director/Safety Officer or the Supervisor on duty is to determine the need to evacuate the facility and place a call to obtain authorization to evacuate. In the event that the Program Director cannot be contacted, other key contact persons should be called until someone is reached. The School Director/Safety Officer or the Supervisor on Duty will place a call to the evacuation site staff alerting them of the need to use their facility, the numbers of both students and staff that will be coming with them along with their estimated time of arrival. Police and/or Fire Officials may also order an immediate temporary evacuation of the property through the School Director/Safety Officer or the Supervisor on Duty.
3. The goal to the evacuation process is to remove all persons from the scene of a disaster or emergency on the campus and to transport the students and staff in a safe and expeditious manner to the evacuation site where temporary shelter, food and lodging can be provided.

**Ocean View NPS  
Emergency Preparedness Plan.**

**Evacuation Procedure**

Students and Visitors Will Be Guided By Staff To Designated Assembly Area:

1. Where there is not a threat of dangerous conditions, students, staff, and visitors will gather in a safe inside area designated by the School Director/Safety Officer.
2. When there is a threat of dangerous conditions requiring immediate vacating of the facility, evacuation alarm will be sounded and procedure will be followed.

Evacuation Procedure

1. Staff members will alert students through group meetings.
2. Students will report to rooms if time and conditions allow, in order to retrieve coats, blankets, change of clothes, personal toiletries, and warm shoes.
3. When the decision is made to evacuate, the School Director/Safety Officer will pull the alarm for the evacuation.

When the Alert Sounds:

1. The Safety Officer or designee will transport the Medical Alert List, portable first aid kit, emergency medications and any additional items for emergency support as determined by the population.
2. Check classrooms, bedrooms, activity rooms, kitchen and offices for students/students/visitors/staff in the immediate area. Close doors and windows of rooms after you have checked them. Do not go into other areas of the building.
3. Go to the nearest safe exit with students/students/visitors/staff and exit the building. Medical emergencies/injured personnel will be aided in the evacuation. Meet in the designated assembly area. Students will line up for a head count. Staff will identify anyone missing from each classroom.
4. The School Director/Safety Officer will call 911 to request ambulance service if needed.
5. The receptionist will take the Visitor Log with him/her upon evacuation. The receptionist will also determine if any visitors are missing and will report same to the School Director/Safety Officer.
6. In designated assembly area, take head count of students and determine if anyone is missing. Do not re-enter the building, report missing person(s) to the School Director/Safety Officer.
7. Determine if staff is missing by asking other staff members. Do not re-enter the building, report missing person(s) to the School Director/Safety Officer.
8. The School Director/Safety Officer will meet any emergency personnel and explain the situation to them.

**Ocean View NPS  
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**B. School Director/Safety Officer**

1. The School Director/Safety Officer will use a cell phone to report injuries, etc. to the 911 dispatcher.

**C. Staff Will Direct Students Into Vans Or Cars. Staff Will Accompany Students.**

**D. If Possible, The Building Will Be Secured.**

**E. Staff Will Be Designated To Remain At The Building For Security Reasons And To Answer Phones If Possible.**

**F. Additional Campus Evacuation Information:**

1. All staff is to know safe exits and the designated safe meeting place. Evacuation Routes must be posted in all buildings.
2. Supervisory staff or emergency personnel will provide further directions after head count has been done by the supervisor on duty.
3. Procedures for both immediate and less urgent evacuations must be clearly established.
4. All exits for each component of the Group Home facility must be clearly established in advance.

**OCEAN VIEW NPS  
Emergency Memo**

Influenza/Coronavirus Pandemic  
May 2020

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**POLICY** It is Ocean View NPS's policy to maintain a safe workplace and encourage and adopt practices that protect the health of employees, students, families, visitors and others. Ocean View NPS also wants to ensure the continuity of business operations in the event of a severe influenza/virus pandemic.

**Preventing the Spread of the Flu in the Facility**

We ask all employees to cooperate in taking steps to reduce the transmission of seasonal and H1N1 influenza and Corona virus in the workplace. The best strategy for reducing the transmission of influenza/virus remains the most obvious -- frequent hand washing with warm, soapy water for at least 20 seconds, covering mouths with tissues when sneezing and properly discarding tissues after sneezing or sneezing and coughing into your elbow if a tissue is not available. It is also recommended that alcohol-based hand sanitizers with a minimum of 60% alcohol be used frequently.

All students should be taught these same procedures and observed for compliance with re-education/reinforcement as needed. Students should also be reminded not to share eating utensils, dishes, water bottles, writing instruments, etc.

In addition to routine environmental cleaning, areas and items visibly soiled should be cleaned immediately. Focus cleaning of all items/areas that are more likely to have frequent contact with hands, mouths and bodily fluids: desks, countertops, computer keyboards, telephones, toys, equipment, etc.

Any linens (such as towels and sheets) used by ill students or staff should be washed in hot water using laundry soap and tumbled dry on a hot/high setting.

Daily health checks for students should be conducted. Staff should check for active fever and ask students about symptoms suggestive of a respiratory infection such as fever, cough, sore throat, runny or stuffy nose, body aches and fatigue. If two or more of these symptoms are present staff should notify their nursing department or designated personnel in the school.

Visitors should have access to and encouraged to use hand sanitizers. Visitors to the facilities or schools may be limited; this will be under the direction of the Administrator or Safety Officer.

### **Staying Home When Ill**

Too often, with the best of intentions, employees report to work even though they feel ill. Ocean View NPS provides employees with paid time off (PTO) to compensate employees who are unable to work due to illness. During flu season and/or an influenza pandemic, it is critical that employees do not report to work while they are ill and especially when experiencing the following symptoms: fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. A significant number of people who have been infected with this virus also have reported diarrhea and vomiting. Currently, the Centers for Disease Control and Prevention recommends that people with influenza-like illness remain at home for seven (7) days after the illness onset or for at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C), or signs of a fever (chills, feel very warm, flushed appearance or sweating) without the use of fever-reducing medications, whichever is longer. This applies even if employees are taking antiviral medications. Employees who report to work ill will be sent home in accordance with these health guidelines. This also applies for new hires, it may be necessary to delay the start date of a new employee if they are ill.

### **Reporting to Work When Not Ill**

A severe influenza or Coronavirus pandemic could result in a significant level of absenteeism. Some employees may be unable to work if they became ill due to the virus. During this time, unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges by reporting to work during a severe influenza pandemic should take steps now to develop necessary contingency plans. For example, employees might want to arrange for alternative sources of childcare should schools close, etc.

### **Emergency Staffing**

Due to high level of absenteeism, employees may be asked to work different schedules, in different roles or units or at other Ocean View NPS locations. Mandatory overtime may be enforced to ensure safe staff to resident ratios. Executive Directors and Principals will be responsible for determining and enforcing any Emergency Staffing Plans.

### **Requests for Medical Information and/or Documentation**

During a pandemic, individuals who contract seasonal H1N1 or Coronavirus may never be diagnosed or confirmed as having the flu. Nevertheless, depending on the circumstances, if you are sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. For example, medical information to confirm your needed absence, whether and how your absence relates to H1N1 infection or Coronavirus, and/or information that substantiates the appropriateness of returning to work. As always, we expect and appreciate your cooperation if medical information is required. If employees have particular concerns, have trouble seeking medical attention or unsure who to notify please contact your local Human Resources Representative, Corporate Human Resources Director or Corporate Risk Management Director.

### **Confidentiality of Medical Information**

Our policy is to treat any medical information obtained that results from a disability-related inquiry or medical examination, as well as any medical information voluntarily disclosed by an employee, such as contacting the H1N1 or Coronavirus, as a confidential medical record, and it will be treated accordingly.