

**Cottonwood, Inc.  
Policies and Procedures**

**SECTION:** General

**POLICY NO:** 02-014

**SUBJECT:** Emergency Preparedness

**EFFECTIVE DATE:** February 2017

**Licensing Regulation  
Reference: 30-63-27**

**Policy:**

Cottonwood, Inc. management has recognized the need for a plan to cover a wide range of disasters and business interruptions that could cause personal injuries and disrupt our normal business operations. Cottonwood Inc.'s plan seeks to protect the safety of staff and consumers and to get the business back in operation as quickly as possible after a tornado, fire, flood, power or communications blackout, or other disaster.

To that end, all Cottonwood, Inc. staff will be:

- trained in general fire, safety, and emergency procedures.
- trained to effectively and efficiently evacuate any building within which Cottonwood, Inc. provides services.
- practiced in alternative exit routes.
- practiced in methods of accounting for persons who might be present in the building at any time.
- aware of a designated meeting place outside the building to which all persons will go in the event of an evacuation.
- trained to seek shelter effectively and efficiently in any building within which Cottonwood, Inc. is providing services, in the event of a tornado or other dangerous storm.
- trained to respond effectively and efficiently to other emergency conditions, including power outages or flooding.

**Procedures:**

1. A Team structure exists for Cottonwood, Inc. Buildings I, II, and III consisting of four levels of responsibilities. The Emergency Response Team (ERT) consists of a Site Emergency Director (SED) who reports to the CEO and is responsible for overseeing all aspects of preparing for and responding to an immediate safety threat. The SED is a Safety Committee Co-Chair.
2. The Section Emergency Coordinators (SEC) are responsible for coordinating the implementation of all necessary tasks for their buildings during an actual emergency or disaster. SECs are Administrator of Services for Building I, Cottonwood Industries Director for Building II North, Life Enrichment Director for Building II South, and CORE Coordinator for Building III. They report to the SED.
3. The Unit Emergency Coordinators (UEC) are responsible for ensuring that the protective actions for a certain work area are carried out. Each UEC will designate and train a person to serve as an Alternate in the event the UEC is off-site at the time of the drill or actual emergency. Cottonwood, Inc. has six UECs and six Alternates for Building I, five UECs and 5

Alternates for Building II North, two UECs and two Alternates for Building II South, and one UEC and one Alternate for Building III. They report to their SECs. Retirement Services and the residential homes have their own emergency procedures and reporting mechanisms which they follow.

4. Plans contained in the Business Continuity Plan Book consists of:
  - emergency contact numbers, such as phone numbers for fire, police, poison, electrical, plumbing, or natural gas companies.
  - all utility account numbers for all Cottonwood, Inc. owned properties.
  - location of all supplies which might be required in the event of an emergency, such as water, blankets, flashlights, battery-powered radio, pandemic supplies, etc.
  - home addresses and telephone numbers for management, coordinators and any other staff identified as key to basic business operations.
  - organizational chart.
  - a table listing the location of onsite staff who are certified in First Aid and CPR.
  - the location of the AED (Automated External Defibrillator).
  - a table containing the type and location of data which is key to business operations, such as payroll information, computer back up tapes, contracts, leases, vehicle titles and keys, staff training records, etc.
  - Cottonwood Inc.'s policies and procedures which relate to emergencies, such as tornado, fire, bomb threats, power failure, natural gas leak, hazardous materials spill, and violence in the workplace.
  - schematics for Buildings I, II and III displaying emergency exits and tornado sheltering locations.
  - a partner facility agreement, in the event Cottonwood, Inc. must be immediately evacuated. Transportation of consumers to their homes will be coordinated from the partner facility.
  - a communications partner agreement with a sister agency in Topeka to serve as Cottonwood Inc.'s communications checkpoint in the event all communications in Lawrence are knocked out. The agreement is reciprocal.
  - a defense contract continuity plan.
  - declaration pages for all insurance policies as well as the disaster recovery plan for any Third-party provider of financial or other business-related functions.
  - a table listing Cottonwood, Inc.-owned vehicles, the vehicle number, year, make & model and VIN.
  - a Pandemic Plan.
  - group home contact information.
5. Cottonwood, Inc. regularly communicates to staff about the EDNA paging procedure (Emergency Developing Need Assistance) through Thumbprint. Memos on inclement weather procedures and ways in which staff can obtain information about facility closings through our own Cottonwood, Inc. Connection emails and texts, and other avenues, are shared seasonally by the Executive Assistant.