



# EMERGENCY PLAN

Updated March 30, 2022



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## Purpose

Because of the seriousness of the safety and health hazards related to emergency response operations, we have adopted this Emergency Action Plan in order to cover those emergency situations in which action must be taken to ensure safety from fire, explosion and any other emergencies.

We have adopted this program in order to implement **29 CFR 1910.38** the OSHA standard regulating employee emergency plans. This Emergency Action Plan is designed to identify, evaluate, and control safety and health hazards, and provide *emergency response* procedures.

Our plan will be periodically updated as needed, it will be made available to all affected employees, and to our contractors and subcontractors so that they will know what to do when their workers are on our premises. Our contractors and subcontractors will also be informed of potential fire or explosion hazards before they enter the worksite.

## Scope and Application

Proper planning and response are important elements of our Emergency Action Plan. There are OSHA standards that require that we develop and implement a written Emergency Action Plan to handle possible emergencies before performing operations. We have done that. Our plan is explained *below*.

All personnel, whether directly involved in emergency response or not, should know their own responsibilities in an emergency. They must also know the names of those in authority, and the extent of that authority. Any person who does not know is obligated to request that information from their immediate supervisor at once.

Cynthia Dias has been designated as the company person responsible for this Emergency Action plan. She will be our Emergency Response Coordinator, will have the authority to make decisions and implement changes when necessary and will identify all individuals and teams who will participate in emergency response and define their roles.

# Emergency Evacuation

1. If possible, immediately shut down all operations (equipment in use)
2. As staff exits, staff should check assigned areas
3. Accompany and help handicapped personnel, visitors, and any co-worker who appears to need calm direction or assistance.
4. Take the following items with you: thumb drive and black emergency box. Do not take large or heavy objects. Management will take their Roll Call Lists for accountability.
5. Close all doors as you leave. Closed doors can slow the spread of fire, smoke, and water.
6. The use of cell phones and similar transmitting equipment is prohibited during an evacuation with the exception of management.
7. Proceed as quickly as possible, but in an orderly manner.
8. Once out of the building, go to the Assembly Area (Muster Point).
9. Keep roadways clear for emergency vehicles.
10. Conduct an Accountability/Roll Call.
  - Gather feedback from staff of any absent or missing staff or clients.
  - Personnel present for work today.
  - Last seen (when & where). Special Events that warrant absence.
  - Report all missing personnel or clients to emergency responders.

## Fire

1. When a fire is observed a fire alarm pull station will be activated.
2. Dial 911 and give the address of the location.
3. The Vocational and Day Secretary will take the attendance sheets and the emergency identification box with them as well as the staff sign in and out sheets for the department and exit the building. If possible, the secretary should check to see if assistance is needed by anyone before leaving the building. The secretary will be responsible for taking a headcount.
4. Staff supervision will give direction and modeling to the individuals within their respective work areas on the most efficient exit route. Evacuation maps are posted in the work area.
5. Staff will assist with any and all individuals when exiting the building for an emergency.
6. Training staff should take the blurb and time sheets for accurate head counting.
7. If evacuation from the property is necessary, staff will use the provided transportation vehicles as well as their own vehicles to transport individuals to the Washington Township building.

## Medical Emergencies

1. Check the scene for safety.
2. Check the person for consciousness.
3. Locate first aid kits.
4. Call 911.
5. Unless it is a life-threatening situation, do not attempt to render any first aid yourself before trained staff or paramedics arrive.
6. To be self-administered or provided by a certified First Aid person.
7. When necessary or by request of employee, he/she will be taken to a qualified medical facility.
8. Supervisor or management level employee will accompany or transport employee to medical facility and if possible to learn extent of injury and prognosis.
9. Authorization for surgery or medication must be made by employee or family.
10. Do not attempt to move a person who has fallen and who appears to be in pain.
11. Limit your communication to quiet reassurances. Keep bystanders as far away from the injured person as possible.
12. Do not discuss the possible causes of an accident or any condition that may have contributed to the cause.
13. Investigation: Greene Arc will investigate the accident after the necessary treatment has been obtained and document findings in accordance with the applicable partner's procedures. Immediate action will be initiated to correct identified unsafe acts or conditions.

Hospital Used for Medical Emergencies (post by all phones):

Washington Health System Greene (open 24 hours)  
350 Bonar Ave.  
Waynesburg, PA 15370  
Phone: 724-627-3101

# Workplace Violence

Workplace Violence is defined as those incidents of violence that occur outside of normal job expectations or are not limited to threats in person, by letter or note, telephone, facsimile, or electric mail; intimidation, harassment to include sexual harassment, attempted robbery, robbery, and destruction of Greene Arc's property. Serious incidents of workplace violence include but are not limited to physical assault, rape, murder, bomb threats, or incidents involving the use of a weapon. Incidents may take place between employees; employees and clients; employees and acquaintances/partners; employees and public; clients and clients; clients and public; or members of the public. Incidents of workplace violence may occur either at or away from the workplace.

Greene Arc has a "ZERO TOLERANCE" for incidents of workplace violence. Greene Arc will not tolerate acts of Workplace Violence. Harassment, intimidation, assaults, stalking, or other violence, including threats of violence by or against its employees, clients, or the public is prohibited. Violations of this policy will be reported to law enforcement authorities and subject violators to other legal action.

All employees, clients, and the public are expected to adhere to this workplace violence policy statement and are expected to treat each other with courtesy and respect.

Dealing with Aggressive Behavior Emergency (ABE):

## 1. Identify

- Loud voice
- Sarcastic
- Slurred speech
- Cursing
- Aggressive posture

## 2. Minimize

- Calm down
- Isolate the individual to minimize exposure to employees

## 3. Diffuse

- Speak slowly
- Allow individual to vent frustration
- Ask if individual wants to speak with management

- DO NOT:
  - a) Overreact
  - b) Become defensive
  - c) Lose control
  - d) Challenge the individual
  - e) Become reactive
- 4. Call for assistance. Staff members will call for management assistance when they feel threatened in any way. Remember you can page for assistance.
- 5. A member of the Management Team will assist and attempt to isolate and defuse the situation.
- 6. In the event that a member cannot handle the customer and needs assistance, he/she will tell someone to call 911 for police assistance.

## **Flooding and Water Damage**

1. Notify the proper authorities/response personnel.
2. If there are electrical appliances or electrical outlets near the leak, use extreme caution until the power is turned off. If there is any possible danger, evacuate the area.
3. Be prepared to help protect materials in jeopardy. Take only those steps needed to avoid or reduce immediate water damage. You can cover large objects with plastic sheeting, and/or carefully move small or light objects out of the emergency area, if you are confident you can move them safely.

### **IMPORTANT TELEPHONE CONTACTS:**

West Penn Power Company: 1-888-544-4877

Southwestern Pennsylvania Water Authority: 1-800-356-4168

Columbia Gas: 1-888-460-4332



## **Power Loss**

1. When the power goes out, emergency lighting will go on.
2. Locate flashlights, if available.
3. Remain calm. Announce yourself to other staff and patrons.
4. Provide assistance to visitors, volunteers and staff in your immediate area by directing them to exits. Staff will be responsible for the clients they are serving at the time.
5. If you are in an unlighted area, proceed cautiously to an area that has emergency lights. Do not bring along personal belongings. Walk slowly, feeling your way cautiously. Listen for other people and sound cues.
6. If instructed to evacuate, go to the Assembly or Muster Point identified on the evacuation maps.

### **IMPORTANT TELEPHONE CONTACTS:**

West Penn Power Company  
1-888-544-4877

# Severe Weather

Management and supervisors will monitor local news and internet when potential severe weather arises.

## Thunderstorms and Tornadoes:

Tornado Watch—issued when conditions are favorable for tornado development. People located in and around the watch area should keep an eye to the sky and listen to their NOAA weather radio all hazards or tune to local broadcast media for further weather information. The watch is intended to give you time to prepare and time to review your safety rules.

Tornado Warning—issued when a developing tornado has been detected by National Weather Service Doppler radar or a reliable report of a tornado has been reported. A tornado warning is usually issued for portions of one or two counties, for an hour or less. The storm could also produce large hail and destructive straight line winds. If the tornado warning includes your neighborhood or work place, you should seek safe shelter immediately.

1. Stay away from exterior walls and glass.
2. Immediately but calmly go to designated tornado shelters
  - In a tornado, crouch along interior walls and cover your head. Interior rooms with no windows are safest.
3. Use the telephone only for emergency purposes.
4. In vehicles or outdoors: when tornadoes are possible, limit your outdoor plans or finish them early. Stay close to a sturdy shelter. If caught outside, find shelter in a ditch or remain in your vehicle and cover your head for protection. Do not take shelter under a highway overpass, where wind speeds can increase due to a tunneling effect. It is best to not put yourself or others in a situation where no sturdy shelter is available.
5. Remember, stay away from doors, windows, outside walls and protect your head!

## Winter Storms:

1. Winter storms generally come with broadcast warnings. Stay tuned via radio, television, or Internet weather sites.
2. Beware of icy walkways, entrances, exits, and parking lot.
3. Management will determine timely arrival/ dismissal if necessary.



# **EMERGENCY PLAN**

## **APPENDIX A**

### **GREENE ARC COMMUNITY HOMES**

# Emergency Evacuation Plan

241 W. FRANKLIN STREET  
WAYNESBURG, PA 15370

## Evacuation:

- In the event of an emergency, staff will assist with emergency evacuations. Evacuations will be deliberate and quick but will remain orderly.
- There are four (4) emergency exits:
  - a. The front of the home (the main entrance door).
  - b. The side of the home (foyer area).
  - c. The back of the home (kitchen).
  - d. The second floor at the back of the home (hallway).
- The assembly/muster point for this location:
  - a. Parking lot directly across from the group home
- Staff will be responsible for a head count.

## Tornado Shelter:

- The basement

Medical Care—if care is needed the hospital will be:

Washington Health System Greene (open 24 hours)  
350 Bonar Ave.  
Waynesburg, PA 15370  
Phone: 724-627-3101

Staff on duty will provide transportation to the relocation site using an agency vehicle if possible. The fire or police departments will be utilized if necessary. Staff on duty will call the Residential Supervisor or On-Call Supervisor to report the incident; they in turn will notify the Director of Residential Services. Staff on duty will supervise the individuals during this time until they are relocated.

## Emergency Evacuation Plan

241 W. FRANKLIN STREET  
WAYNESBURG, PA 15370

**Wayne B.** will relocate to either 510 S. Pine Street (Agency group home) or the nearest motel, depending on the length of or the need for relocation.  
Phone#: 724-966-7402 (S. Pine St. group home).

**Scott G.** will relocate to either 510 S. Pine Street (Agency group home) or the nearest motel, depending on the length of or the need for relocation.  
Phone#: 724-966-7402 (S. Pine St. group home).

**Cheyenne (John) J.** will relocate to the either a staff member's home (who lives within walking distance to W. Franklin Street due to his inhibitions concerning riding in a vehicle) or the nearest motel.

**Ron O.** will relocate to either 510 S. Pine Street (Agency group home) or the nearest motel, depending on the length of or the need for relocation.  
Phone#: 724-966-7402 (S. Pine St. group home).

**Eddie S.** will relocate to either 510 S. Pine St. (Agency group home) or the nearest motel, depending on the length of or the need for relocation.  
Phone #: 724-966-7402 (S. Pine St. group home).

**Marcia S.** will relocate to either 510 S. Pine St. (Agency group home) or the nearest motel, depending on the length of or the need for relocation.  
Phone #: 724-966-7402 (S. Pine St. group home).

**James W.** will relocate to either 510 S. Pine St. (Agency group home) or the nearest motel, depending on the length of or the need for relocation.  
Phone#: 724-966-7402 (S. Pine St. group home).

**Steven W.** will relocate to either 510 S. Pine St. (Agency group home) or the nearest motel, depending on the length of or the need for relocation.  
Phone#: 724-966-7402 (S. Pine St. group home).

Staff on duty will provide transportation to the relocation site using an agency vehicle if possible. The fire or police departments will be utilized if necessary. Staff on duty will call the Residential Supervisor or On-Call Supervisor to report the incident; they in turn will notify the Director of Residential Services. Staff on duty will supervise the individuals during this time until they are relocated.

# Emergency Evacuation Plan

106 SCHROYERS LANE  
CARMICHAELS, PA 15320

## Evacuation:

- In the event of an emergency staff will assist with emergency evacuations. Evacuations will be deliberate and quick but will remain orderly.
- There are four (4) emergency exits:
  - a. Two Emergency exits are located off of the living room/dining room) of the home.
  - b. Another exit is at the front of the house off of the supervisor's office.
  - c. There is also a door in the basement.
- The assembly/muster point for this location:
  - a. In front of the garage or inside the garage
- Staff will be responsible for a head count.

## Tornado Shelter:

- The basement/hallway. Individuals in wheelchair will not be able to get to the basement. They will either go to a safe location, such as a storm shelter, or they will all gather in the hallway which is the center of the home with no outside walls.

Medical Care—if care is needed the hospital will be:

Washington Health System Greene (open 24 hours)  
350 Bonar Ave.  
Waynesburg, PA 15370  
Phone: 724-627-3101

Staff on duty will provide transportation to the relocation site using an agency vehicle if possible. The fire or police departments will be utilized if necessary. Staff on duty will call the Residential Supervisor or On-Call Supervisor to report the incident; they in turn will notify the Director of Residential Services. Staff on duty will supervise the individuals during this time until they are relocated.

## Emergency Evacuation Plan

106 SCHROYERS LANE  
CARMICHAELS, PA 15320

**Debra A.** will relocate to either 510 S. Pine St. (Agency group home) or the nearest motel, depending on the length of or the need for relocation.  
Phone #: 724-966-7402 (S. Pine Street group home).

**Chris S.** will relocate to either 510 S. Pine St. (Agency group home) or the nearest motel, depending on the length of or the need for relocation.  
Phone #: 724-966-7402 (S. Pine Street group home).

**Troy S.** will relocate to either 510 S. Pine St. (Agency group home) or the nearest motel, depending on the length of or the need for relocation.  
Phone #: 724-966-7402 (S. Pine Street group home).

Staff on duty will provide transportation to the relocation site using an agency vehicle if possible. The fire or police departments will be utilized if necessary. Staff on duty will call the Residential Supervisor or On-Call Supervisor to report the incident; they in turn will notify the Director of Residential Services. Staff on duty will supervise the individuals during this time until they are relocated.

# Emergency Evacuation Plan

510 S. PINE STREET  
CARMICHAELS, PA 15320

## Evacuation:

- In the event of an emergency staff will assist with emergency evacuations. Evacuations will be deliberate and quick but will remain orderly
- There are two (2) emergency exits:
  - a. One emergency exit is located off of the living room.
  - b. One emergency exit is off of the dining room of the home.
  - c. There is no basement.
- The assembly/muster point for this location:
  - a. At the end of the driveway
- Staff will be responsible for a head count

## Tornado Shelter:

- They will either go to a safe location such as a storm shelter or they will all gather in one of the two hallways, which are on each side of the home with the least amount of outside walls.

Medical Care—if care is needed the hospital will be:

Washington Health System Greene (open 24 hours)  
350 Bonar Ave.  
Waynesburg, PA 15370  
Phone: 724-627-3101

Staff on duty will provide transportation to the relocation site using an agency vehicle if possible. The fire or police departments will be utilized if necessary. Staff on duty will call the Residential Supervisor or On-Call Supervisor to report the incident; they in turn will notify the Director of Residential Services. Staff on duty will supervise the individuals during this time until they are relocated.



## Emergency Evacuation Plan

510 S. PINE STREET  
CARMICHAELS, PA 15320

**George G.** will relocate to either 106 Schroyers Lane (Agency group home) or the nearest motel, depending on the length of or the need for relocation.  
Phone #: 724-966-7483 (Schroyers Lane group home).

**Nancy J.** will relocate to either 106 Schroyers Lane (Agency group home) or the nearest motel, depending on the length of or the need for relocation.  
Phone #: 724-966-7483 (Schroyers Lane group home).

**Melvin Phillip W.** will relocate to either 106 Schroyers Lane (Agency group home) or the nearest motel, depending on the length of or the need for relocation.  
Phone #: 724-966-7483 (Schroyers Lane group home).

Staff on duty will provide transportation to the relocation site using an agency vehicle if possible. The fire or police departments will be utilized if necessary. Staff on duty will call the Residential Supervisor or On-Call Supervisor to report the incident; they in turn will notify the Director of Residential Services. Staff on duty will supervise the individuals during this time until they are relocated.

# Emergency Evacuation Plan

120 THIRD STREET  
ROGERSVILLE, PA 15359

## Evacuation:

- In the event of an emergency staff will assist with the emergency evacuation in a quick and orderly fashion.
- There are three (3) emergency exits:
  - a. One emergency exit is located in the living room which is in the front of the home (main entrance).
  - b. A second exit on the side of the home located in the kitchen.
  - c. The third exit is the garage door, which is located in the basement.
- The muster/assembly point for this location:
  - a. Upper corner of carport

## Tornado Shelter:

- The basement

Medical Care—if care is needed the hospital will be:

Washington Health System Greene (open 24 hours)  
350 Bonar Ave.  
Waynesburg, PA 15370  
Phone: 724-627-3101

Staff on duty will provide transportation to the relocation site using an agency vehicle if possible. The fire or police departments will be utilized if necessary. Staff on duty will call Residential Supervisor or On-Call Supervisor to report the incident; they in turn will notify the Director of Residential Services. Staff on duty will supervise the individuals during this time until they are relocated.

## Emergency Evacuation Plan

120 THIRD STREET  
ROGERSVILLE, PA 15359

**Debbie C.** will relocate to 241 W. Franklin St. Waynesburg, PA (Agency group home) or the nearest motel, depending on the length of or the need for relocation. Phone#: 724-627-9030 (W. Franklin St. group home).

**Bonnie K.** will relocate to 241 W. Franklin St. Waynesburg, PA (Agency group home) or the nearest motel, depending on the length of or the need for relocation. Phone#: 724-627-9030 (W. Franklin St. group home).

**Monica M.** will relocate to 241 W. Franklin St. Waynesburg, PA (Agency group home) or the nearest motel, depending on the length of or the need for relocation. Phone#: 724-627-9030 (W. Franklin St. group home).

**Kandy M.** will relocate to 241 W. Franklin St. Waynesburg, PA (Agency group home) or the nearest motel, depending on the length of or the need for relocation. Phone#: 724-627-9030 (W. Franklin St. group home).

Staff on duty will provide transportation to the relocation site using an agency vehicle if possible. The fire or police departments will be utilized if necessary. Staff on duty will call the Residential Supervisor or On-Call Supervisor to report the incident; they in turn will notify the Director of Residential Services. Staff on duty will supervise the individuals during this time until they are relocated.



# **EMERGENCY PLAN**

## **APPENDIX B**

### **GREENE ARC SUPPORTED LIVING PROGRAM**

# Emergency Evacuation Plan

PAUL HOLMES  
119 WAYNE VILLAGE  
WAYNESBURG, PA 15370

## Evacuation:

- In the event of an emergency, Paul will call 911 and then call the staff on-call.
- Paul will exit his apartment in an orderly but quick manner. He will go across the road and wait by the bus stop in the parking lot, making sure to use road safety when crossing, until Supported Living staff arrives.
- There are two exits out of his apartment:
  - a. The front door
  - b. The back door
- Paul will then be relocated to the nearest hotel or family member's home.
- Paul's Supports Coordinator; Greene County Human Services Susan Fox 724-852-5276 will be contacted.
- Community Programs Director will also be notified.
- Staff on duty will supervise the individual until they can return to their home.
- The muster/assembly point for this location:
  - a. Bus Stop

## Tornado Shelter:

- Bathroom

Medical Care—if care is needed the hospital will be:

Washington Health System Greene (open 24 hours)  
350 Bonar Ave.  
Waynesburg, PA 15370  
Phone: 724-627-3101

On-Call Staff—Patricia Arthur: 724-833-6128

# Emergency Evacuation Plan

DOUGLAS LASOSKY  
191 EAST GREENE STREET  
WAYNESBURG, PA 15370

## Evacuation:

- In the event of an emergency, Doug will call 911 and then call the staff on-call.
- Doug will exit his apartment in an orderly but quick manner. He will go across the road and wait in front of Avalon Apartment Building, making sure to use road safety when crossing, until Supported Living staff arrives.
- There are two (2) exits:
  - a. The front door
  - b. The back door
- Doug will then be relocated to the nearest hotel or family members home.
- Doug's Supports Coordinator, Greene County Human Services Crystal Barrett 724-852-5276 will be contacted as well as his family.
- Community Programs Director will also be notified.
- Staff on duty will supervise the individual until they can return to their home.
- The assembly/muster point for this location:
  - a. In Front St. Ann's Church

## Tornado Shelter:

- Bathroom

Medical Care—if care is needed the hospital will be:

Washington Health System Greene (open 24 hours)  
350 Bonar Ave.  
Waynesburg, PA 15370  
Phone: 724-627-3101

On-Call Staff—Patricia Arthur: 724-998-1332

# Emergency Evacuation Plan

CELESTE THOMAS  
1200 5<sup>TH</sup> STREET, APT. 108  
WAYNESBURG, PA 15370

## Evacuation:

- In the event of an emergency, Celeste will call 911 and then call the staff on-call.
- Celeste will exit her apartment in an orderly but quick manner. She will go out to the front of the apartment complexes and wait under the bench area, making sure to use road safety, until Supported Living staff arrives.
- There are two (2) exits:
  - a. The front door
  - b. Her bedroom window
- Celeste will then be relocated to the nearest hotel.
- Celeste's Supports Coordinator, Greene County Human Services Susan Fox 724-852-5276 will be contacted.
- Community Programs Director will also be notified.
- Staff on duty will supervise the individual until they can return to their home.
- The assembly/muster point for this location:
  - a. Bench area out front

## Tornado Shelter:

- Community Building

Medical Care—if care is needed the hospital will be:

Washington Health System Greene (open 24 hours)  
350 Bonar Ave.  
Waynesburg, PA 15370  
Phone: 724-627-3101

On-Call Staff—Patricia Arthur: 724-998-1332

# Emergency Evacuation Plan

RALPH WILKINS  
170 EAST GREENE STREET, APT. 2  
WAYNESBURG, PA 15370

## Evacuation:

- In the event of an emergency, Ralph will call 911 and then call the staff on-call.
- Ralph will exit his apartment in an orderly but quick manner. He will go down the steps and exit out the side door, going across the road to the Moose parking lot, making sure to use road safety when crossing, until Supported Living staff arrives.
- There is one exit out of his apartment but three (3) exits out of the building:
  - a. The front door
  - b. The side door
  - c. The back door
- Ralph will then be relocated to the nearest hotel or family member's home.
- Ralph's Supports Coordinator, Washington Communities Ryan Insana 724-229-2620 will be contacted.
- Community Programs Director will also be notified.
- Staff on duty will supervise the individual until they can return to their home.
- The assembly/muster point for this location:
  - a. Moose Parking Lot

## Tornado Shelter:

- Down Stairs (1<sup>st</sup> floor) Bathroom

Medical Care—if care is needed the hospital will be:

Washington Health System Greene (open 24 hours)  
350 Bonar Ave.  
Waynesburg, PA 15370  
Phone: 724-627-3101

On-Call Staff—Patricia Arthur: 724-998-1332





# **EMERGENCY PLAN**

## **APPENDIX C**

### **GREENE ARC MENTAL HEALTH PROGRAM**

# Emergency Evacuation Plan

DROP IN CENTER/PSYCH REHABILITATION  
49 S WASHINGTON STREET, SUITES 1/2  
WAYNESBURG, PA 15370

## Evacuation:

- In the event of an emergency staff will assist with emergency evacuations. Evacuations will be deliberate and quick but will remain orderly.
- There are three (3) emergency exits:
  - a. Two (2) in the front of the building
  - b. One (1) in the back of the building
- Assembly point for this location:
  - a. Across the road, next to the courthouse
- Staff will be responsible for a head count.

## Tornado Shelter:

- The back rooms bathrooms as shown on the posted map.

Medical Care—if care is needed the hospital will be:

Washington Health System Greene (open 24 hours)  
350 Bonar Ave.  
Waynesburg, PA 15370  
Phone: 724-627-3101



# **EMERGENCY PLAN**

## **APPENDIX D**

### **GREENE ARC ADULT DAY TRAINING (ADT) / COMMUNITY PARTICIPATION SUPPORTS**

The backup plan for all individuals who attend Pre-Voc, ADT and Community Participation Supports is as follows:

Greene Arc, Inc. operates Monday-Friday 9:00 AM-3:00 PM, excluding 11 holidays or when the Agency closes or delays due to inclement weather.

Each person's ISP details the specific days they are to attend programming. Greene Arc assures that each individual will have the opportunity to attend programming at frequency and duration listed in their ISP.

If the Agency is closed due to inclement weather, notices are posted on local TV stations (WTAE & KDKA) and WANB radio. Those individuals who live in a 24-hour residential group home with staff will be advised of any closures or delays. Greene Arc will report inclement weather closings on HCSIS within the 24-hour guideline.

Notification is given to each individual's staff regarding their authorized day service program. The same notification is given to designated Agency staff.

Van drivers and Community Participation Supports staff are given an Agency cell phone for communication between consumers/family members and agency personnel. Backup phone number is Cynthia L Dias at 724-833-2534.

Greene Arc staff documents on a spreadsheet the actual date when each individual is in attendance. In an event that someone is late or leaves early, actual times are documented on the same spreadsheet.

A daily census is prepared for all administrative staff & departments indicating who is present, absent or leaving at alternate times.

In the event that a staff member is off for any reason, they must notify the supervisor of their department no less than two (2) hours of their regular starting time. Cynthia L. Dias will be notified at 724-833-2534. If she is unavailable, a secondary back up contact would be Cynthia L. Dias at 724-627-5511, Ext. 101. This is defined in the current union bargaining agreement located on page 22, section 14.4. There will be no closing of the Pre-Voc program, Community Participation Supports or transportation for staff call-offs.

The Director of the department will call an alternate staff member to cover the Pre-Voc or Community Participation Supports staff vacancy. This process will be followed for all program areas: transportation, transportation aides, ADT, Pre-Voc, kitchen services, Community Participation Supports, etc.

Greene Arc follows all regulations and guidelines outlined in ODP's 2380.2390 and Chapter 51 incident management regulations.