

Catholic Charities Diocese of Palm Beach, Inc.

Policy and Procedures Manual

No. of Policy 5004

SUBJECT: PLANS FOR MEDICAL, FIRE, HURRICANE OR OTHER EMERGENCIES

POLICY: Each site will implement the established agency emergency medical, fire and hurricane plan and will have on site an evacuation procedure which deals with their specific facility.

PROCEDURES:

- 1) Each new employee will receive an orientation on responding to medical, fire, hurricanes and other emergencies
- 2) The orientation will address the specific needs of the persons served by Catholic Charities
- 3) The evacuation route for a fire or other disasters will be posted on site in several key areas.
- 4) Fire drills are conducted according to legal requirements, and held at least:
 - a) During periods of both activity and rest, as appropriate to the program
 - b) Once every quarter for every shift in residential or group care settings, and
 - c) Annually for other services and administrative offices

AUTHORIZED DATE: 01/11/01

REVISED DATE: 10/22/09