



Working Together to Improve Our Community

Emergency Preparedness and Evacuation Policy

Halo Homes personnel are responsible for the implementation of the following emergency preparedness and evacuation procedures:

- In order to account for all persons present at any time, each Halo Homes facility maintains a check-in list with a check box confirming information is current.
- The administrator maintains an emergency contact list that identifies how we should contact family members in case of emergency. A back up out-of-town contact is required.
- The emergency number contact list is updated whenever new information is received, including the out of town emergency contact.
- All care givers keep current with weather and news reports on a daily basis.
- Smoke, gas and carbon monoxide alarms are maintained and operational.
- Care givers maintain emergency water, blankets, packaged food, flashlight, evacuation route map and first aid kit in each Halo Home facility and in each vehicle at all times.
- Care givers are familiar with local evacuation routes from each facility and from town. Care givers are responsible for keeping facility evacuation routes unobstructed at all times.
- Care givers keep a functioning cellular phone on their person at all times. Care givers will contact the Halo Homes administrator to inform of an emergency evacuation in process. The administrator will immediately notify family members of residents.
- Care givers will briefly explain an impending evacuation to each resident.
- Care givers will remove medicines and medical equipment that must go with resident. If time allows, other desired possessions will be removed with the resident.
- Care givers will remove the check-in list during evacuation and check it against evacuees after evacuation is complete.

- In an emergency evacuation, residents will be transported to their family homes. If transport to homes is not feasible, residents will be transported to Riviera Elementary School, 351 Riviera Dr NE, Palm Bay, 321-676-4237, where family members can meet them. The second choice shelter is Bayside High School, 1901 Degroodt Rd SW, Palm Bay, FL 321-956-5000.
- Care givers will conduct an evacuation training drill on May 1 and November 1 each year. As part of the drill, care givers will communicate with local emergency personnel to make them aware of the needs of current residents. The administrator will contact the family members to ensure their awareness of procedures.

Hurricane Plan

During the month of May all facilities will review their hurricane plan with residents and family members. All contact information will be updated.

Based on the lessons of Hurricane Katrina, when a hurricane watch is issued for Broward County or when Broward County falls within the 3-day cone of probability on the NHC's "Warnings and 3-Day Cone" map, the administrator will contact the designated emergency family contact and recommend evacuation of their loved one from the Halo Home facility. Since evacuation during a warning must be conducted quickly and can result in traffic jams, this policy is designed to cause minimum stress to residents. If the resident remains at the facility, the family member releases HRHS from liability should injury or death result.

- Upon the issuance of a hurricane warning and/or voluntary evacuation notice, families will have two hours to pick up residents. Two hours after notice of a hurricane warning and/or voluntary evacuation notice, all residents will be immediately evacuated to Riviera Elementary School, 351 Riviera Dr NE, Palm Bay, 321-676-4237, or to backup shelter Bayside High School, 1901 Degroodt Rd SW, Palm Bay, 321-956-5000.

The following procedures will be followed in the event of these emergencies:

- **Flooding** - Immediate evacuation to family homes upon evacuation notice
- **Fire** - Immediate evacuation to Turkey Creek Sanctuary upon alarm
- **Gas leak** - Immediate evacuation to Turkey Creek Sanctuary upon alarm
- **Loss of electric power** - Evacuation to family homes if power is off 3+ hours
- **Air contamination** - Immediate evacuation to family homes upon notice
- **Water contamination** - Boiling of water or evacuation to family homes upon notice
- **Chemical release** - Containment or immediate evacuation to family homes upon notice
- **Hostage situation** - Remain inside the facility until evacuated by officials