

LAKE COUNTY BOARD OF DD/DEEPWOOD

BOARD POLICY

Reviewed and Adopted by the Board:

Date: April 19, 2021

Signature on File

Elfriede Roman, Superintendent

I. SUBJECT: HEALTH, EXPOSURE CONTROL, SAFETY AND EMERGENCY EVACUATION

II. REFERENCES:

29 CFR 1910 Occupational Safety and Health Standards

42 CFR 483.470 Condition of Participation: Physical Environment

42 CFR 491.12 Emergency Preparedness

Social Security Act 1135 Authority to Waive Requirements During National Emergencies

Ohio Revised Code 4167 Public Employment Risk Reduction Program

Ohio Administrative Code 5123-4-01 Administration and Operation of County Boards of Developmental Disabilities

Ohio Administrative Code 5123 2-1-03 Locally-Funded Transportation

III. PURPOSE:

The rules governing County Boards of Developmental Disabilities require that each County Board adopt policies and procedures related to Health, Exposure Control, Safety, and Emergency Evacuation Procedures for the protection of all persons in all Board-operated programs. Further, said policy referenced the formation of a Health, Exposure Control, Safety, and Emergency Evacuation Committee whose purpose is to develop, monitor, review and annually update procedures to enhance and protect the health and safety of all persons associated with Board-operated programs.

IV. POLICY:

The Lake County Board of DD/Deepwood fully recognizes the need to enhance and protect the health and safety of all persons associated with Board-operated programs and hereby establishes a Health, Exposure Control, Safety, and Emergency Evacuation Committee whose composition, role and purpose shall be as follows:

- A. This Committee shall be appointed by the Superintendent, shall be chaired by the Operations Director, and shall include Program Directors from each of the Board-operated program areas.
- B. The Committee shall meet quarterly. Minutes of the meetings shall be forwarded to the Superintendent and Committee Members. All corrective action will require written response from the responsible director and be made a part of the minutes

of the next scheduled meeting.

- C. The Committee shall establish, monitor, review, and update, a Health, Exposure Control, Safety, and Emergency Evacuation Procedure Manual for the Agency. Additionally, the Committee shall ensure an Emergency Preparedness intra-departmental procedure manual is established for an all-hazards approach in emergency preparedness for the ICF/IID and that it contains the following:
 - 1. Risk Assessment and Planning: The ICF/IID shall develop and maintain a community-based risk assessment, utilizing an all-hazards approach, including missing individuals. The emergency preparedness plan shall be reviewed and updated annually by the ICF/IID Director and/or designee.
 - 2. Procedure Manual: The ICF/IID shall address the need to provide provision for staff and individuals served, whether they evacuate or shelter in place. This includes alternate sources of energy, temperature control, emergency lighting, fire detection, sewage and waste disposal, food, water, medical and pharmaceutical supplies as identified in the risk assessment.
 - 3. Communication Plan: The ICF/IID shall create a system to track the location of on-duty staff and sheltered individuals during an emergency. The Communication Plan shall include the role of the ICF/IID facility waiver in accordance with section 1135 of the Social Security Act.
 - 4. Training/Testing: The ICF/IID shall conduct initial and biennial training for staff and outline the role of volunteers. The ICF/IID shall conduct testing exercises biennially which shall include a full scale community-based drill and a table-top drill with accompanying documentation.

- D. The Committee shall establish intra and inter-departmental procedures to ensure that health and safety issues of individuals, staff, and associated persons are properly addressed to maintain a high-quality of life.

- E. The Committee shall establish intra and inter-departmental guidelines and procedures to prevent, report, and to effectuate exposure control for the well-being of all individuals, staff and other persons associated with all Board-operated programs.

- F. The Committee shall establish intra- and inter-departmental procedures to ensure all safety requirements and regulations are monitored, reviewed and updated on a regular basis to ensure the health and safety for all persons on Board-owned property.

- G. The Committee shall develop procedures to ensure that accidents involving Board individuals, employees or others on Agency property or in the conduct of agency business are regularly reviewed and that preventative measures are taken.

- H. The Committee shall establish intra and inter-departmental procedures to ensure

all requirements and regulations are monitored, reviewed, and updated on a regular basis to ensure that health and safety procedures are in place to protect all persons in or on all Board-owned property.

V. DISTRIBUTION:

Board Members

All Management Staff

All Staff (via Department Managers)

LEADD President

VI. REVIEWED:

4/21, 4/19, 2/19, 2/18, 2/17, 2/16, 2/15, 2/13, 2/11, 2/09, 2/07, 2/05, 2/03, 2/01, 2/94, 2/90