Revised: 04/2024

Cottonwood, Inc.
Policies and Procedures

SECTION: Day Enrichment Services **POLICY NO:** 60-003

SUBJECT: Severe Weather and Tornado Safety and Evacuation-Retirement Enrichment

EFFECTIVE DATE: December 1990

Policy:

It is the policy of Cottonwood, Inc. to provide a complete and comprehensive plan in case of emergency. This procedure will be followed by the on-duty staff in the event of a severe storm or tornado.

Procedures:

I. At 2801 West 31st Street

1. For Day Enrichment Services provided at the main Cottonwood, Inc. site, policy 02-004 will be followed.

II. At the off-site Retirement Enrichment Services Center.

1. Staff will use their cell phones and the weather radio at the center to monitor for severe weather.

2. When a severe weather watch or tornado watch is issued, staff will account for the whereabouts of the consumers in relationship to the level of threat.

3. When a tornado warning is issued for Lawrence or Douglas County the staff person monitoring the weather alerts will announce that a tornado warning is in effect and instruct all to take cover in designated areas, as outlined in the posted evacuation plans.

4. A count is taken to determine all consumers are present.

5. No one may leave the designated areas until an "all clear" signal has been issued by the National Weather Service.

6. Staff must remain calm and encourage calmness during the event of threatening weather.

7. In the event the facility is damaged to the extent that it is not habitable, consumers are transported to the main Cottonwood, Inc. facility at 2801 West 31st Street or another Cottonwood, Inc. building. The Day Enrichment Director, CEO and landlord are notified.

8. Tornado drills will be conducted monthly from May through September. An Evacuation Drill Report form will be completed. The Coordinator will route to indicate Administrative staff. The Day Enrichment Director/safety committee chairperson will file the form.

9. After each tornado drill, staff will hold a brief meeting with consumers to discuss the importance of these drills, performance strengths, and possible areas of improvement in this procedure.