**[*insert AFC name*] Water/Flood/Power Emergency Policy**

**Effective Date:** [*insert date here*]

**Purpose:** This policy is to establish a framework and guidelines for effectively managing water, flood and power emergencies to safeguard public safety and well-being of persons-served. This policy aims to minimize risks, enhance preparedness and facilitate timely actions to mitigate the impact of emergencies on persons-served.

**Policy:**

1. **Preventive Measures:**
	1. Utilize a weather radio, smartphone weather app, and/or local news alerts to stay informed on weather conditions which may cause local water shortages, flooding or power outages.
	2. Keep an emergency bag and first aid kit fully stocked.
2. **Procedures:**
	1. **Flood:**
		1. A staff member should inform their supervisor or the appropriate authority within the facility as soon as possible of the approaching flood water.
		2. Encourage persons-served to relocate to the highest floor or higher ground.
		3. Follow all instructions given by emergency personnel.
		4. If evacuation orders are given, do so immediately to designated shelter area. Do not reenter the facility until the authorities and supervisor give the All Clear.
		5. Avoid walking through flood waters. Do not drive into flooded roadways.
	2. **Water shortage:**
		1. A staff member should inform their supervisor or the appropriate authority within the facility as soon as possible of the water shortage.
		2. Locate the facility’s emergency bottled water supply.
		3. Stay informed on local water advisories. Once the water supply returns to the facility, boiling precautions may need to be taken to ensure it is safe for consumption. Follow all instructions from the local water department after water shortage has been resolved.
	3. **Power Outage:**
		1. A staff member should inform their supervisor or the appropriate authority within the facility as soon as possible of the power outage.
		2. The supervisor or appropriate authority will contact the power company to report the outage and obtain a time estimate for restoration.
		3. Locate flashlights and extra blankets if needed. Do not use candles, open flame, and/or ovens due to fire hazard.
		4. Be aware that there may be downed power lines. Recommend persons-served stay in the facility.
		5. If restoration time is extended, take inventory of electrical needs. Consider non-power alternative for lighting, communication, medical devices, and refrigerated medicine.
		6. If the temperature drops below 64 degrees Fahrenheit or higher than 90 degrees Fahrenheit, relocate to designated emergency shelter.
		7. If generators are being used, follow all instructions and keep it in a well-ventilated area. If the generator is gas powered, use proper storage techniques for gas tanks.
3. **Closure:**
	1. After an emergency event, ensure all persons-served and staff members are not injured or under distress.
	2. After an emergency event, ensure the facility has not been damaged.
	3. If persons-served are relocated to the emergency shelter, the CMH and licensing authority must be notified.
	4. If damage to the facility occurred or injury from the event, staff members involved may be required to undergo debriefing sessions to determine the cause and action plan for repairing damages.
	5. Ensure all incident reports have been completed and filed as appropriate.
	6. Persons-served involved in the incident may be offered the opportunity to undergo debriefing sessions or counseling to address any emotional or psychological impact.
4. **Compliance:**
	1. All personnel at [*insert AFC name here*] are expected to adhere to this policy and comply with its provisions at all times.
5. **Statement:**

I acknowledge that I have read and understood the Water/Flood/Power emergency policy. By signing below, I agree to adhere to the procedures outlined in this policy and understand the importance of ensuring the safety and well-being of persons-served.

**Print Name: Signature:** **Date:**

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