

# POLICY MANUAL

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**Subject:** Winter Storm Plan

**Effective Date:** 6/1/97

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**Initiated By:** Environment of Care-  
Emergency Preparedness Team

**Approved By:** James B. Moore  
Chief Executive Officer

**Review Dates:** 11/08RET, 07/10 RT/Committee  
08/11 RT, 12/13 RT

**Revision Dates:** 12/05

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## **POLICY:**

Cumberland Heights' facilities (ALL) are located in areas in which snow and ice are not uncommon and may pose hazards to drivers. Also, its residential site is located 7.5 miles out on a rural highway. For this reason, a winter storm plan addressing ice and snow is maintained.

## **PROCEDURE:**

### River Road Location

1. The Winter Storm plan starts 24 hours prior to the expected arrival of the storm and is initiated by the Safety Director. In the absence of the Safety Director this decision will be made by the Executive Management team along with the Manager of the Security Department. This decision will be based on present weather conditions, reports and predictions of the weather services.
2. Managers are to name their critical staff (see related policy) and inform them of the Winter Storm plan. They are to come prepared to stay on site up to 72 hours.
3. During the Winter Storm Plan, staff is to stay on duty until relieved or until Chief Executive Officer, Safety Director or designee clears them to leave.
4. Specific Department / Program duties are as follows when a winter storm plan is instituted:
  - A. Clinical Program Managers determine
    1. any possible discharges
    2. any necessary transfers to other facilities

- B. Nursing ensures that 120 hours of medication, particularly detox medication, is on hand as well as sufficient first aid supplies. Nursing Manager and Chief Medical Officer determine if any detox patients need to be transferred, as well as needs for any other medical transfers.
  - C. Plant Technology
    - 1. checks all heating units and emergency heaters to ensure working order
    - 2. checks generators for operations, as well as flashlight and battery supplies
    - 3. check overall condition of buildings
    - 4. checks salt supply and condition of tractors
    - 5. Attempt to keep walk ways clear once the storm begins.
  - D. Fiscal Services/Medical Records make sure that records are protected in the event of power loss, building collapse or water damage.
  - E. Food Services
    - 1. Ensures that 72 hours supply of food and water is available.
    - 2. Checks paper product supply
    - 3. Ensures that 72-hour supply of propane is on hand.
    - 4. Will provide food via propane cook tops and smokers
  - F. Security personal are ensuring that the facility is secure and patients are held close to the facility. If buildings are closed due to power outage Security will make sure that patients do not re-enter areas until all clear is given.
  - G. A decision will be made by the Aftercare Coordinator, Safety Director and Executive Management if the aftercare meetings are to proceed.
  - H. A decision will be made by the Family Director, Safety Director and Executive Management if the Family program will continue and when it will resume.
  - I. The Aftercare coordinator and the Family Director will inform their patients of the decision.
5. In the event of loss of power of the whole facility, all patients will be moved to the Family Life Center. All other buildings will be closed until power is restored. If there is loss of power in specific buildings they will be closed and a decision will be made by the managers and Executive Offices of the effected departments where the patients will be placed until the resumption of power. There are portable heaters that will be used to keep the area warm in the event of loss of power.
6. Emergency paths will be salted as per related Snow and Ice Removal Policy. However, all patients will be urged to use extreme caution when moving about outside and to keep this to a minimum. If all patients are moved to the Family Life Building due to power outage, maintenance personal will be focused on keeping heat in the Family Life Building and snow and ice removal will become secondary.

7. The nurse in charge and the Safety Director or designee will keep Executive Management informed as the situation changes and develops.

Outpatient Locations:

1. When a Winter Storm Plan is called by the Safety Director, The Safety Director, outpatient coordinators, and executive management will decide if the called plan will effect their locations. This decision will be based on the present weather conditions in the area of the OP site, the predicted weather conditions as presented by the weather services. If the decision is made that an outpatient site is to close then that location will follow the related policy (Inclement weather outpatient closings).