


**LAPEER COUNTY COMMUNITY MENTAL HEALTH****Date Issued 05/21/2008****Date Revised 03/20/12; 3/15/13; 03/25/15; 04/13/16; 11/26/18;10/23/20;  
06/21/22; 02/23/23**

|  |   |   |                      |
|--|---|---|----------------------|
| <b>CHAPTER</b><br>Facilities   | <b>CHAPTER</b><br>08  | <b>SECTION</b><br>003   | <b>SUBJECT</b><br>30 |
| <b>SECTION</b><br>Safety   |   | <b>DESCRIPTION</b><br>Severe Weather Safety   |                      |
| <b>WRITTEN BY</b><br>Michael K. Vizena, M.B.A.<br>Executive Director | <b>REVISED BY</b><br>Lisa Ruddy, MPH<br>Health & Safety Officer | <b>AUTHORIZED BY</b><br> 5/4/23<br>Lauren Emmons, ACSW<br>CEO |                      |

**APPLICATION:**

|   |   |  |   |
|---|---|--|---|
| <input checked="" type="checkbox"/> CMH Staff                             | <input checked="" type="checkbox"/> Board Members           | <input checked="" type="checkbox"/> Provider Network | <input checked="" type="checkbox"/> Employment Services Providers |
| <input checked="" type="checkbox"/> Employment Services Provider Agencies | <input checked="" type="checkbox"/> Independent Contractors | <input checked="" type="checkbox"/> Students         | <input checked="" type="checkbox"/> Interns                       |
| <input checked="" type="checkbox"/> Volunteers                            | <input checked="" type="checkbox"/> Persons Served          |  |   |

**POLICY:**

Lapeer County Community Mental Health (LCCMH) provides an office atmosphere maintaining the highest possible standards relating to severe weather safety.

**STANDARDS:**

- A. The Health and Safety Committee, unless otherwise specified is responsible for the functions described in this policy.
- B. The Health and Safety Officer or designee will serve as the Severe Weather Coordinator.
- C. The shelter locations are equipped with first aid kits and safety items needed during a 'take cover' situation.

**PROCEDURES:**

- A. Severe weather drills are performed at a minimum of one time per year on every shift at every location.

|                       |               |                                      |               |
|-----------------------|---------------|--------------------------------------|---------------|
| CHAPTER<br>Facilities | CHAPTER<br>08 | SECTION<br>003                       | SUBJECT<br>30 |
| SECTION<br>Safety     |               | DESCRIPTION<br>Severe Weather Safety |               |

- B. Severe weather drills are documented on the Drill-Emergency Report Form #F235 and reported through the Health and Safety Committee meeting minutes.
- C. Staff are trained in severe weather safety during New Hire Orientation and provided with the agency's Emergency Preparedness and Response Plan; located in the 'Templates Folder'.
- D. Staff complete a yearly severe weather safety training online.
- E. All staff will familiarize themselves with the locations to 'take cover' during serve weather.
- F. Each location is equipped with a weather band radio located at the reception area.
- G. The Health and Safety Committee is responsible for completing bi-annual checks on the 'take cover' safety items.

#### **REFERENCE:**

Emergency Preparedness and Response Plan  
Drill-Emergency Report Form #F235

LR

-----  
This policy supersedes  
#05/08032 dated 05/21/2008.  
-----