

Section: Emergency Planning	Subsection: External Disaster Code Orange	Policy Number: EPP 1102
Subject: Proactive Measures during External Emergencies Guidelines for Chemical Leaks, Earthquake, Flood, Hail, Lightening, & Tornadoes		Effective Date: June 2022, Apr 2009
Standard:	Authority: CEO	Supercedes: May 2007
		Page 1 of 2

Policy

Belvedere Heights shall have a contingency plan in place to cope with an external disaster.

Numerous external disasters in the community could cause disruption to the normal routines and operations at Belvedere Heights. It is not possible to note all of the possibilities that could happen. However, we can be proactive in the event that the following occur.

Situation	Actions to take indoors	Actions to take outdoors
Chemical Leak	<ul style="list-style-type: none"> • close all doors and windows • turn off air intakes • do not use the telephone unless you require immediate emergency service • stay tuned to your radio for information 	<ul style="list-style-type: none"> • go indoors
Earthquake	<ul style="list-style-type: none"> • move inside a doorway • stay away from windows 	<ul style="list-style-type: none"> • stay in the open away from buildings and utility lines
Flood	<ul style="list-style-type: none"> • move to a higher area in the building • disconnect electrical equipment' • shut off utilities if required 	<ul style="list-style-type: none"> • evacuate to higher ground • watch for fallen electrical lines
Hail	<ul style="list-style-type: none"> • stay away from windows 	<ul style="list-style-type: none"> • crouch down and protect your head and neck

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- if possible, stay inside a vehicle

- Lightning**
 - stay inside away from doorways, windows, metal conductors such as pipes
 - don't touch electrical equipment
- take shelter in a low lying area
- stay down in a crouch position
- if possible, stay inside a vehicle

- Tornadoes**
 - take shelter in a corner of an office or the basement
 - avoid staying in an area with a large unsupported roof
- do not stay in a vehicle
- take shelter in a low lying area
- stay down in a crouch position
- hold on to a tree or other stationary object

- Chemical Leak**
 - Go indoors.
 - Close all windows and doors.
 - Turn off any air intakes
 - **DO NOT** use the telephone unless you require immediate emergency assistance.
 - Stay tuned to your radio for information.

 Authorized Signing Authority

 Date