



EMERGENCY PREPAREDNESS PLAN

Emergencies may include:

- Tornado
- Fire
- Power Outage
- Active Shooter
- Snow Emergency

Purpose

UCP of Greater Cleveland values the health and well-being of the individuals and families we serve. This Emergency Preparedness Plan is designed to respond to possible risks and emergencies that may affect OakLeaf Services/OakLeaf Homes and LeafBridge Services of UCP of Greater Cleveland. This plan is applicable under state and federal laws and regulations. It acts as a roadmap on how to respond under any circumstance.

This plan applies to all agency locations and is intended to:

- Ensure appropriate policies and procedures are in place to respond to identified risks and other potential emergencies
- Prepare agency staff to effectively and efficiently manage emergency situations
- Ensure that appropriate supplies are available and maintained
- Manage the communication process to relevant stakeholders and external safety and relief organizations

If the emergency affects your location:

- We will do our best to notify you. All contact information will be updated and maintained on a regular basis
- Guardians may be requested to pick-up the individual in their care
- You may contact the main facility for further instructions. However, in the event of a power outage, phone lines will be down

While we strive to be ready for any potential emergency, we realize there may be other situations that impact the individuals we serve. We will continue to assess risks and adjust accordingly.



If you have any questions regarding this plan, contact Chief Operations Officer, Beth Lucas at (216) 453-4942 or blucas@ucpcleveland.org.