

Title: **Non-Medical Emergency Response and Prevention Policy**
Date of Current Version: **January 2018**
Replaces Version: **April 2012**

Background

This policy endorses the use of preventative measures intended to prevent emergencies and protect the health and lives of City workers, visiting public, and on-site contractors during an emergency in or at a City facility. Emergencies addressed in this policy include weather-related and pandemic emergencies.

Non-Medical Emergency Response and Prevention

1. The *Senior Center Emergency Response and Prevention Manual* outlines specific preventative and emergency action steps appropriate in each of the following situations: fire, flooding/leaks, explosions, bomb threats, toxic spills/materials, high winds/severe weather/tornados, medical emergencies, and pandemics.
2. The coordinator, all permanent and temporary staff, work-study employees, and interns and practicum students are required to know the contents of the *Senior Center Emergency Response and Prevention Manual*, perform all preventative measures and action steps, and assist other staff members as needed.
3. In the absence of permanent staff members, volunteer building monitors, responsible individuals identified in rental agreements, and designated group leaders/instructors shall be familiar with relevant sections of the *Senior Center Emergency Response and Prevention Manual* and able to carry out all preventative and emergency measures in the area of the facility being used or monitored.
4. At no time during an emergency should individuals compromise their safety.
5. Facility requirements outlined in the *Senior Center Emergency Response and Prevention Manual* as well as those required by the Iowa City Fire Department shall be present and operational at all times.

Administration

The Center coordinator or designee administers The Center's emergency response and prevention program. The Center coordinator is responsible for maintaining and overseeing the implementation of all measures and actions identified in the *Senior Center Emergency Response and Prevention Manual*. This includes seeing that all staff members and other responsible individuals (e.g. group and class leaders, or responsible individual identified in a rental agreement) receive appropriate and effective emergency prevention and response training.

The chain of command for Center staff is as follows:

1. Senior Center Coordinator
2. Senior Center Program Specialist
3. Senior Center Community Outreach Specialist
4. Senior Center Operations Assistant
5. Senior Center Development Specialist
6. Senior Maintenance Worker

7. Maintenance Worker I
8. Senior Center Part-Time Receptionist
In the absence of permanent staff; during evening and weekend hours
9. Temporary staff members
10. Work-study employees
11. Volunteer building monitor, responsible individual identified in rental agreement, and/or group or class leader will assume the leadership role in the area of the facility being used or monitored.

Approved by the Senior Center Commission on: January 24, 2019