

NWF Health Network Policy & Procedure

Series: 1400: Building and Facilities Management

Policy Name: Emergency & Disaster Preparedness and Response Plan

Policy Number: 1403

Origination Date: 02/02/2009 **Revised:** Board meeting of 09/07/2023

Referenced Document:
1400-1403 x 1, Emergency Management Plan

Policy

It is the policy of NWF Health Network (NWFHN), to establish an Emergency Management Plan.

Procedure

- A. The purpose of the Emergency Management Plan is to provide a guidance for a coordinated response and appropriate procedures, in times of emergency, to protect lives and property, mitigate damage, enhance communications, and effectuate a rapid return to normal operations.
- B. Recognizing the vulnerability of the children, adults and families that are served by NWFHN, this plan also addresses the resumption of all regular services, including the provision of post-emergency services, as quickly as possible following an emergency.
 1. The NWFHN Projects & Attestation Manager or designee will be responsible for maintaining and updating the Emergency Management Plan for NWFHN.
 2. The current Emergency Management Plan shall be reviewed and/or revised no less frequently than annually on or before June 1.
 3. Each NWFHN employee shall receive Emergency Management training annually.
 4. The Emergency Management Plan shall be distributed by electronically to all employees any time there are revisions.