

1.8 EMERGENCY MANAGEMENT

Policy: All Title X clinics must have a written plan for the management of emergencies (*29 CFR 1910, subpart E*). Title X clinics must meet applicable standards established by Federal, State, and local governments (e.g. local fire, building and licensing codes).

All Title X clinics must have an emergency operation plan to ensure that the clinic continuously performs essential functions and operations during an emergency (e.g. flood, earthquake, fire, power outage, blizzard, tornado, explosion).

Procedure:

1. Title X clinics must have a local policy for emergency operations. For a sample, see MT TX FP Administrative Manual, Policy 8.3 *Sample Emergency Operations Plan*.
2. Title X clinics must obtain proof of building and safety code compliance. The Title X Clinic Director should contact local building and fire officials for inspections.
3. The certificates or proof of certification must be available for inspection during federal and state program reviews. The certificates or proof of compliance will be available either through the local fire officials or the building owner.
4. Written emergency and evacuation plans that include emergency evacuation routes must be available to Title X staff. These plans should include protocols on the following:
 - a. Assault/hostile client, partner or visitor
 - b. Bomb threat
 - c. Terrorism
 - d. Fire
 - e. Natural or man-made disasters
 - f. Power failure
 - g. Clinic evacuation
5. Staff should be able to identify emergency evacuation routes.
6. Title X clinics must document (e.g. education training logs) that staff have completed emergency management training and understand their role in an emergency or natural disaster.