

PROCEDURE

Series:	Property Management	COA: ASE 6.02 CFOP: 215.4
Procedure Name:	Emergency, Disaster Preparedness and Response Plan	
Procedure Number:	PM-715	
Reviewed Date:	02/20/13, 4/19/16, 4/30/2019, 4/16/2024	
Revision #/Date:	09/18/25	
Effective Date:	09/30/08	
Applicable to:	All Family Partnerships of Central Florida (FPOCF) Staff, Visitors, and Contracted Providers at any facility	

SUBJECT: Emergency, Disaster Preparedness and Response Plan

PURPOSE: To establish a Disaster Preparedness and recovery Plan as well as to ensure the safety of all people inside any facility in the event of a fire or other emergency requiring evacuation.

Attachment: Annual Emergency, Disaster Preparedness Plan 2025-26
Emergency Drill Report
Building Evacuation Plans
Building Evacuation Maps

PROCEDURE:

Disaster Preparedness and Recovery Plan

1. The Disaster Preparedness Plan is to provide a coordinated response and appropriate procedures, in times of an emergency, to protect lives and property, mitigate damage, enhance communications, and effectuate a rapid return to normal operations.
2. Recognizing the vulnerability of the children and families that are served by FPOCF, this plan also addresses the resumption of all regular services, including the provision of post-emergency services, as quickly as possible following the emergence.
 - a. The FPOCF Emergency Response Team (ERT) is responsible for maintaining and updating the Disaster Preparedness and Recovery Plan for FPOCF.
 - b. Recommendations and/or changes to the plan are submitted to the FPOCF Chief Administration Officer (CAO) or designee for review and approval.
 - c. The current Disaster Preparedness and Recovery Plan is revised by the ERT annually.
 - d. Each FPOCF employee, as part of the New Employee Onboarding, receives Disaster Preparedness and Recovery Plan training.
 - e. The Disaster Preparedness and Recovery Plan is distributed by e-mail to all employees at any time there are revisions. The plan is accessible to all staff through OneDrive/SharePoint in a designated folder.
 - f. Disaster readiness training is available to all staff annually.
 - g. Select safety drills are conducted as deemed appropriate by FPOCF management.

- h. The County Building Emergency Response Teams (BERT) meet following each drill and make recommendations to the ERT as to any necessary revisions or recommendations.
- i. The ERT meets after implementation of the emergency management plan to evaluate the implementation and make any necessary revisions and recommendations.

Evacuation

1. Evacuation drills are held, unannounced, at each facility, a minimum of (2) times per year, at a time when most of the staff are expected to be on-site.
2. The BERT conducts the drill and activates the alarm. The specific method of 'alarm' will vary by site, but may be a message over the intercom, air horn blast, or other method in lieu of the actual alarm.
3. If the actual fire alarm is used, the BERT will notify the alarm company and fire department, onsite property manager, and other building tenants (as applicable) of the test ahead of time.
4. All people in the building are required to exit during the drill, no exceptions.
5. The goal for evacuation time of all persons in the building is 2 minutes.
6. All persons will go to the designated meeting spot for their facility and remain there until the drill is completed, and the signal to return to work is given by the BERT. Utilizing the Emergency Drill Report, once completed, is e-mailed to the Business & Property Manager or saved on OneDrive/SharePoint in the Emergency Response Team folder under 'County BERT' in respective folder.

Meeting Locations:

Each building has designated areas noted on the posted evacuation maps posted in red frames around the building. The BERT may review semi-annually during building meetings to serve as a reminder for all staff.

1. The receptionist(s), or designated staff member, at each facility brings both the staff and visitor logs with them to the meeting site. At the meeting site a roll call, based on the sign-in logs, is completed by the receptionist or designee, to ensure everyone is accounted for and has left the building.
2. Total evacuation time is noted and recorded on the Emergency Drill Report.
3. The BERT, our designee inspects all areas of the building (including restrooms and conference rooms) and confirms no one has remained inside.
4. The Emergency Drill Report record is completed and saved for all emergency drills completed throughout the year, including the total time for evacuation, any issues noted including any persons who did not leave, problems with the meeting place, etc.
5. After roll call any issues noted or changes needed to the evacuation plan is discussed at this time and the procedure updated as necessary and appropriate.

Lockdowns

1. A lockdown may be initiated by law enforcement personnel, the fire department, staff, or the public.
 - a. Outside Threat – examples include a potential intruder, active shooter, or threat outside or in any facility.
 - b. Inside Threat – examples include an intruder, active shooter, or threat inside any facility
2. If a lockdown situation is initiated by one of the above people, staff will be notified immediately by use of a designated notification system. *

All FPOCF staff receive Active Shooter Training by providing awareness, preparation, prevention, and response methods. All staff will also receive Employee Safety Training annually.

- a. Call 9-1-1
- b. In the event of a threat, the following protective measures will be taken as appropriate:
 - staff check halls and rest rooms for other staff members and building visitors
 - exterior doors and windows will be closed and locked.
 - staff and visitors will move to safe areas to reduce visibility
 - lights will be turned off (including computer monitors)
 - attendance is verified (employees and site visitors); alert employees offsite to stay away from building
 - notification system is activated *
 - Staff and visitors remain in position until all clear and notified by law enforcement, fire, emergency manager, or appointed designee.

BY DIRECTION OF THE PRESIDENT AND
CHIEF EXECUTIVE OFFICER:



PHILIP J. SCARPELLI
President and Chief Executive Officer
Family Partnerships of Central Florida

APPROVAL DATE: 11/12/2025