

Emergency Preparedness

The purpose of the Emergency Preparedness Plan is to ensure the safety of all employees, minimize damage to property, and assure rapid and responsive communication to all parties involved. This Plan has been created to address, in a coordinated and systematic manner, all types of emergencies affecting the workplace.

Manager's Roles and Responsibilities

- Maintain an **Emergency Response Plan** outlining the steps to prepare for and respond to an emergency affecting the workplace.
- Establish a preferred method for reporting emergencies using the suggested emergency codes.
- Assign and train an Emergency Response Team.
- Prepare a fire safety plan inclusive of any local/municipal Fire Code regulations.
- Hold a fire drill at least once a year and maintain records of drills in accordance with regulations.
- Ensure that in an area of a building where a failure of the regular lighting system would create conditions which might endanger the safety of any person in the building, emergency lighting is provided.
- Complete an **Individual Workplace Emergency Response Plan** for team members who have a temporary or permanent limitation and require assistance during an evacuation. The information is important to help provide for the safety, security and well-being of an employee with a disability in a variety of emergency situations that may occur in the workplace.
- Prepare and post a floor plan on the health and safety communication board including:
 - Emergency exits.
 - Primary and secondary evacuation routes.
 - Fire extinguisher locations.
 - Fire alarm pull station locations.
 - Assembly area(s).
 - Safe shelter(s).
 - Emergency phone numbers and resources.
- Train team members on the *Emergency Response Plan* at the following times:
 - Development of initial plan.
 - Introduction of new equipment, materials, or processes that may affect evacuation routes.
 - Change to layout or design of the facility.
 - Revised or updated *Emergency Response Plan*.

Emergency Response Plan

For the purposes of this Plan, "**Emergency**" is defined as an instance, or combination of instances, of unsafe conditions that pose a threat to people or property and include instances of fire and/or smoke; natural disaster/severe weather; chemical, biological or radiological incidents; and structural failures.

Emergency Codes						
Potential Emergencies	Violence	Medical	Chemical	Weather	Fire	Evacuation
Emergency Response	CODE WHITE	CODE BLUE	CODE BROWN	CODE ORANGE	CODE RED	CODE GREEN

Security Risk (Workplace Violence)

If a team member is uncomfortable in a situation involving unwarranted confrontational and hostile behavior, they are encouraged to seek support from the Manager, leave or contact 911.

In the event of a lockdown, team members will be notified by the Emergency Response Team by an announcement of **CODE WHITE**.

Lockdown procedures are initiated when it is unsafe to evacuate for a serious security risk, i.e. a violent or armed intruder. If possible, team members are advised to:

- Move immediately to the nearest designated Safe Shelter or another secure location.
- Put cell phones on mute.
- Keep calm and quiet.
- Stay in the room until police arrive.

Once the building is evacuated, the Emergency Response Team must give an all clear before anyone can re-enter the building for any reason.

Medical Emergency

In the event of a medical emergency, team members will be notified by the Emergency Response Team by an announcement of **CODE BLUE**.

Any team member experiencing or witnessing a medical emergency is expected to:

1. Call 911

- Provide the following information:
 - Nature of the medical emergency.
 - Location of the emergency: address, building, room number.

Medical Emergency

- Your name and phone number from which you are calling.
- 2. Call a first aid attendant to assist until professional help arrives. Only attempt first aid if trained and qualified.
- 3. Seek consent before performing first aid if the individual is conscious. In the event that the person is unconscious proceed with a bias for treatment applying first aid.
- 4. **Do not move the victim unless necessary**
- 5. Consult the Safety Data Sheet for any hazardous materials the victim may have been exposed to. Wear the appropriate personal protective equipment.

In the event you suspect an **opioid overdose**

1. Call 911

Symptoms includes:

- breathing is slow or not breathing at all.
- blue nails and/or lips.
- choking or throwing up.
- making gurgling sounds.
- skin is cold and clammy.
- will not wake up.

2. Follow these steps

- initiate rescue breathing [only attempt first aid if trained and qualified].
- use naloxone injection kit or Narcan® nasal spray [only if trained].

Chemical Spill

In the event of a chemical spill hazard team members will be notified by the Emergency Response Team by an announcement of **CODE BROWN**.

The Emergency Response Team will:

- Ensure team members, patients and clients are removed from the affected area.
- Isolate the affected area and determine the type and size of the spill.
- If required, call for an evacuation (See *Evacuation Procedure*).
- Manage the spill in accordance with the instructions described in the *Safety Data Sheet*.

Hazardous Weather Emergency

In the event of hazardous weather, team members will be notified by the Emergency Response Team by an announcement of **CODE ORANGE**.

If a **tornado** warning is issued, seek inside shelter:

- Small interior rooms on the lowest floor and without windows.
- Hallways on the lowest floor away from doors and windows.
- Rooms constructed with reinforced concrete, brick, or block with no windows.
- Remain sheltered until the tornado threat is announced to be over.
- Stay away from outside walls and windows.
- Use arms to protect the head and neck.

For an **earthquake**:

- Stay calm and await instructions from the Emergency Response Team.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Upon instruction from the Emergency Response Team, all occupants must evacuate and report to the nearest Assembly Area (see *Evacuation Procedure*).

If a **hurricane** warning is issued:

- Be ready to evacuate as directed by the Emergency Response Team.
- Leave areas that might be affected by storm tide or stream flooding.

During a **hurricane**, remain indoors:

- Small interior rooms on the lowest floor and without windows.
- Hallways on the lowest floor away from doors and windows.
- Rooms constructed with reinforced concrete, brick, or block with no windows.

Fire

In the event of a **fire or smoke** emergency team members will be notified by the activated fire alarm and/or by the Emergency Response Team by an announcement of **CODE RED**

- Alert team members of the fire and its location.
- Activate the nearest fire alarm.
- Call 911.

Fire

- Contain the fire if it is relatively safe to do so; close all doors, fire doors, and windows near the fire. Shut off all fans, ventilators, and air conditioners.
- Extinguish the fire if it is small.
- Obtain the nearest fire extinguisher and pull out the safety pin. Aim the fire extinguisher nozzle low, at the base of the fire, depress the trigger, and move the nozzle slowly upward with a sweeping motion.
- Do not aim nozzle at the middle or the top of the flames.
- If fire cannot be extinguished, evacuate the building immediately.
- Keep low to the floor to avoid inhaling smoke.
- Close all doors behind you as you leave.
- Report to the designated "Emergency Evacuation Area".
Immediately report any team member(s), clients (s), visitor(s), contractor(s) or individual (s) who have remained in the building or refused to leave.
- Do not return until it has been declared safe to do so by the Fire Department.

Evacuation Procedure

In the event of an emergency in the building or other hazard requiring immediate evacuation, team members will be notified by the Emergency Response Team by an announcement of **CODE GREEN**.

The Emergency Response Team will direct the evacuation and account for all team members, clients and visitors outside at an Assembly Area. Team members with disabilities will be assisted in the evacuation as per the ***Individualized Emergency Response Plan*** as applicable.

All team members must exit the building via the nearest exit point as indicated on the floor plan and proceed to the designated Assembly Area.

Managers will ensure that all are accounted for at the designated Assembly Area. If time allows, administrative staff will bring the team member roster and log of visitors to assist with accounting for all evacuees at the Assembly Area.

If necessary and time permits, the Manager will remain in work areas that are being evacuated long enough to perform critical operations:

- Take the previous day backup offsite.
- Shut down computers in all areas to preserve the integrity of the data.
- Shut off the controls for water and air.

Power Outage

In the event of a power outage, the Manager with the collaboration of the Emergency Response Team will direct the following:

- Gather flashlights and other needed supplies.
- Check on all team members, patients and visitors to ensure their safety.
- Ensure all backup or emergency lighting are fully operational.
- If the power outage is prolonged, consult with the Manager or Operations Director to consider dismissing team members for the remainder of the day.

Emergency Survival Kits

As a best practice, emergency survival kits should include enough supplies for team members and customers to survive for 72 hours. Communicate location of emergency supplies to team members.

Important items to include in the kit are:

- Candles.
- Matches sealed in a waterproof bag.
- Fire retardant blankets.
- Flashlight(s).
- Ample batteries.
- Telephone(s) that will work in a power outage.
- A well-stocked first aid kit and bottle of extra strength Tylenol.
- Blanket(s).
- Fire extinguisher.
- Masking tape/duct tape.
- Non-perishable food.
- Manual can opener.
- Whistle to serve as an extra communication device.
- Cases of bottled water.

Other items can include spare clothes, personal hygiene items, pain and allergy relief pills and assistive devices such as asthma inhalers, canes and diabetic medication.

Related Documents

Emergency Response Plan
Individualized Workplace Emergency Response Form