

## **FIRE/EVACUATION PROCEDURES:**

### **In Case of a Fire:**

- Remain Calm & **REACT**:
  1. **R**- Remove those in immediate danger.
  2. **E**- Ensure that the room door is closed.
  3. **A**- Activate the Fire Alarm or paging system (if not already done).
  4. **C**- Call 911 & 651 365-3745 to invoke LCCP.
  5. **T**- Try to extinguish fire is safe to do so, use PASS:
    - **P**- Pull the Pin in the handle.
    - **A**- Aim the nozzle at the base of the fire.
    - **S**- Squeeze the lever (trigger) slowly.
    - **S**- Sweep from side to side.
- All staff should assist in any way necessary with any person served or person disabled in the building to evacuate.
- Meet at designated external meeting area.
- The designated staff in charge will bring the day's data basic sheets, client roster, staff schedule, and staff emergency contact information to the meeting area. With the exception of data basic sheets and staff schedule these things should be in the red book.
- The designated staff will take attendance to account for all persons using the Data Basic sheets and staff schedule.
- Do not re-enter the building until authorized by fire/police/designee.
- Lifeworks facilities are equipped with fire doors that are magnetic and close automatically when alarm is triggered.

### **Unable to Evacuate:**

- Call 911 giving your location.
- Close door & place a towel or another type of cloth/object under the door to assist in preventing smoke from entering.
- If smoke enters room, stay low as heat and gases tend to rise.

### **If you are on Fire:**

- **STOP** where you are, **DROP** to the floor or ground and **ROLL** your body to smother the fire.
-

## Lifeworks Emergency Procedures Addendum

### Purpose

During the Covid-19 Peacetime Emergency, when the majority of staff are working from home and the people who report to a Lifeworks facility may vary from day to day, Lifeworks standard evacuation procedures may be inadequate to address situations where evacuations are needed.

### Procedure Addendum

- Upon entering any Lifeworks facility, Lifeworks staff will add their name to that location's electronic sign in sheet along with the time of arrival.
- Upon exiting the building they will sign out, indicating their time of departure.

In the **event of evacuation** from a building, which may include fire, utility failure, facility problem, bomb threat, or other event, all staff on the premises should:

1. Evacuate to their personal vehicle
2. Upon reaching safety they will text their immediate supervisor the word "safe" so the supervisor knows they are accounted for.
3. The supervisor or designated leader will compare the incoming text messages with the facility sign in sheet. If unable to access the electronic facility sign in sheet, the supervisor will call other locations or supervisors for help accessing the names on the list. They will compare the list with the IT "badge in" lists to ensure everyone is accounted for. The list can be requested via Freshdesk, or by calling the IT Service Desk at 651-365-3786.

### Resources

Lifeworks Emergency Procedure 2020

<b>Version No</b>	1	<b>Status</b>	Final
<b>Author</b>	Sherry Campeau	<b>Revision Date</b>	10/5/2020
<b>Approver/Owner</b>	Andrea Lang	<b>Approval Date</b>	10/21/2020

**UTILITY FAILURE PROCEDURES:**

**If Natural Gas Leak or a Ventilation Odor is Suspected or Present, the staff who discovered it should:**

1. Remain Calm & do not turn on switches or electrical equipment including telephones, if there is a suspected gas leak.
2. Notify the program supervisor or staff in charge.
3. The program supervisor or staff in charge is responsible to clear and check to ensure everyone is out of the building, and to take attendance at the emergency shelter.
4. **All person’s served, visitors and staff, must evacuate immediately.**
5. Staff should assist people served or others needing assistance.
6. The program supervisor or staff in charge will bring the day’s data basic sheets, client roster, staff schedule, visitors/volunteer sign in and staff emergency contact information to the meeting area. With the exception of data basic sheets and staff schedule these things should be in the red book.
7. From the emergency shelter or external meeting area, the designated staff in charge will call 911 and 651 365-3745 to invoke the Crisis Communication Plan and contact the Facilities Department who will notify the property manager of the emergency.
8. The program supervisor or staff in charge will take attendance to account for all persons.
9. After all persons have been evacuated, no one should enter or re-enter the building for any purpose.
10. The program supervisor or staff in charge will send an emergency e-mail notification to all staff to keep staff from entering the building.
11. The program supervisor or staff in charge will notify the Transportation Department of the emergency situation.
12. Staff should not smoke or start vehicles close to the building.
13. Facilities staff will keep the program supervisor or staff in charge at the evacuation site informed.
14. Staff will be informed by the program supervisor or designated staff in charge when it is safe to re-enter the building, or go home.
15. If services for the day are to be suspended, or services will be continued at the temporary shelter, the Transportation Department will assist program staff with making arrangements for people’s transportation.

**Electrical Power Outage:**

- Remain Calm and in place. Await instructions from the Supervisor/Manager or designated staff in charge.
- Designated staff in charge should check the fuse box and call Lifeworks Facilities Department and invoke the LCCP if necessary.
- If evacuation is necessary, page & use flashlights to assist with safety.
- Assist people served or others needing assistance to the designated external meeting area.
- The designated staff in charge will bring the day’s data basic sheets, client roster, staff schedule, and staff emergency contact information to the

meeting area. With the exception of data basic sheets and staff schedule these things should be in the red book.

**Facility Problem (roof, plumbing, loss of water, loss of Heat or A/C etc.):**

- Remain Calm.
- If full evacuation is necessary, page & assist people served or others needing assistance to the designated external meeting area.
- Designated staff in charge must call the Facilities Department and invoke the LCCP if necessary.
- The designated staff in charge will bring the day’s data basic sheets, client roster, staff schedule, and staff emergency contact information to the meeting area. With the exception of data basic sheets and staff schedule these things should be in the red book.
- The designated staff will take attendance to account for all persons using the Data Basic sheets and staff schedule

**Network Problem:**

- Designated staff in charge must call the IT Service Desk by **calling 651-365-3786** or opening a Freshservice Incident ticket from a remote device with cellular service and invoke the LCCP if necessary.

**MEDICAL EMERGENCIES PROCEDURES:**

**In the event of a Medical Emergency, the person who discovered the emergency should:**

1. Remain Calm & do not move the victim unless absolutely necessary.
2. Delegate Staff to:
  - Call 911 if a life threatening situation occurs
  - Call 651 365-3745 to invoke LCCP if necessary.
  - If suicide threat, contact the Mental Health Crisis Intervention Team for assistance first if appropriate, see suicide threat section below.
  - 1 staff will attend to the person and provide assistance; trained staff will provide first aid & CPR as needed or directed by the 911 dispatcher until relieved by another staff or EMS.
  - 1 staff will wait for the police and ambulance to arrive at the front entrance and direct them to the emergency. Locate person’s medical profile and any protocols, DNI/DNR orders if applicable.
3. All other staff should assist people served away from the area to another location or part of the room to ensure their safety and protect the privacy of the person served.
4. Whenever possible, a Lifeworks staff person will accompany the person to the hospital and remain there until the guardian, family or residential staff arrives.
5. If a person’s legal representative or emergency contact is unable to be reached, the senior vice president of services or her designee is the authorized representative to act in a medical emergency.
6. Call 651 365-3745 to invoke LCCP.

**If a person threatens Suicide, the person who identified the situation should:**

1. Remain calm and do not leave the person alone.

2. Follow Medical Emergency procedure & page immediately, also:
- Contact the Mental Health Crisis Intervention Team for assistance unless the threat of harm is imminent to self, call 911 immediately & ensure procedure is followed.
  - If the threat of harm is imminent to others, call 911 immediately & if necessary and follow the Violent or Other Threatening Situations Emergency Procedure.
  - Listen to the person; do not act shocked, judgmental or debate. Accept their feelings as they are, be understanding, remind them help is available and things will get better.
  - Ask direct questions like "Are you thinking of hurting yourself?", "What are you thinking of doing?", "Do you have a plan?" etc.
  - Remember that suicide is a permanent solution to a temporary problem, suicide is about stopping the pain and not about death.

**If a drug overdose is discovered or suspected, the person who discovered the emergency should:**

1. If the person is unconscious, having convulsions, or is not breathing, follow the Medical emergencies procedure above immediately.
2. If the person who took the drug is not having symptoms, do not wait to see if symptoms develop; call the poison control center 1-800-222-1222 immediately.
3. Answer the poison control center's questions and follow their recommendations.