

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

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Author	Sherry Campeau	Revision Date	10/5/2020
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