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Document Scope: (applies to Policy & Procedure only)

- X – The requirements herein apply only to the GCBH Central Office and its functions.
 - The requirements herein apply, verbatim, to GCBH and its network providers².
 - The requirements herein apply both to GCBH and its network providers². Additionally, network providers must have internal documents outlining their processes for implementing the requirements, insofar as they relate to actions for which network providers are responsible.
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PURPOSE: To establish response procedures for Greater Columbia Behavioral Health (GCBH) staff in emergency situations.

DEFINITIONS

- I. **Emergency** – An unplanned or imminent event of a short duration that affects or threatens the health, safety or welfare of people, property and infrastructure, and or the purposes of GCBH.
- II. **Staff** – All individuals within the building, including temporary workers.

POLICY

- A. Insofar as possible, GCBH leadership ensures that staff members are safe in all aspects of their work, especially in relation to encounters with consumers, other service users, members of the public and other members of staff.
- B. All staff members are responsible for attending to their own personal safety and security and that of their coworkers by notifying others and following safety protocols, as outlined below, in the event of an emergency.

PROCEDURE

1. **9 1 1:** The “911” system is used for all emergency calls. When summoning medical help, the caller will be as explicit as possible concerning the nature of the injury.
2. **Fire Alarm and Evacuation:** In the event of a fire, the first person able to respond will pull the fire alarm to alert the Fire Department. The individual who activates the fire alarm will make him/her available to give information to security and/or emergency personnel. As they are able without risking personal injury, staff members involved in a fire will:
 - 2.1. Assist any person in immediate danger to safety.
 - 2.2. Use a fire extinguisher to control and extinguish the fire. However, staff are not to attempt to extinguish a fire in the following conditions:
 - 2.2.1. They don’t know what's burning;
 - 2.2.2. The fire is spreading rapidly;
 - 2.2.3. They don't have the proper extinguisher;

- 2.2.4. They can't do so with their back to an exit;
 - 2.2.5. The fire might block their means of escape;
 - 2.2.6. The area is filled, or filling, with smoke.
 - 2.2.7. They have any concerns about doing so.
 - 2.3. If an attempt to extinguish a fire is not immediately successful, staff are to evacuate the building, closing doors as the last person leaves each room or area.
 - 2.3.1. If evacuation is necessary, all staff members will meet in a designated area and a head count will be taken.
 - 2.4. Subsequent to a fire in which evacuation has occurred, staff are not to reenter the building until cleared to do so by the Fire Department.
3. **Panic Alarm:** Panic alarm buttons are installed under both front reception desks. When pressed, they activate strobe lights in the hallways and the large conference room. Staff members involved in or aware of an abusive situation are responsible for activating the panic alarm as soon as possible.
 - 3.1. Conditions for which it is appropriate to activate the panic alarm include at least the following:
 - 3.1.1. Verbal abuse;
 - 3.1.2. Threat of violence (verbal);
 - 3.1.3. A violent action (e.g. picking up an object that could be used in an attack);
 - 3.1.4. Actual violence; and
 - 3.1.5. A first aid emergency.
 - 3.2. The first person to become aware that a panic alarm has been activated will call "911" and all staff will proceed to an exit door **with caution**. No staff will enter the room where the incident is occurring; they are to wait for the arrival of the police. The individual who activates the panic alarm will make him/her available to give information to security and/or emergency personnel.
4. **Priorities:** The first priority in the event of an emergency is to get all persons, injured and uninjured, out of the dangerous environment. The second is to provide any emergency action needed to minimize injuries. The emergency first aid kit is located on top of the file cabinet in the front office area. The third priority is to summon medical help if needed.
5. **Training, drills, and communication:** On an annual basis, all staff will receive basic training on proper uses of fire extinguishers, fire safety, fire prevention, and building evacuation plan. This training will be conducted in cooperation with the City of Kennewick Fire Department. In addition:
 - 5.1. On a monthly basis, the Disaster Coordinator shall ensure all fire extinguishers are fully charged and ready for use.
 - 5.2. The Disaster Coordinator, Department Managers, and other identified staff will receive accredited First Aid training including but not limited to Cardio-pulmonary-resuscitation (CPR) and ensure certifications are current. Training to be arranged and paid for by GCBH.

- 5.3. An unscheduled fire drill will occur at least once every 180 days.
- 5.4. The Disaster Coordinator is responsible for ensuring all first aid kits are adequately stocked.
- 5.5. The Director is responsible for notifying family and/or next of kin of staff serious injury or death.

APPROVAL

/S/ William Wilson

10/12/07

William Wilson, DrPH
Director