

ORGANIZATIONAL PROCEDURE

PROCEDURE # 8.15a	EFFECTIVE DATE	REVISED DATE
TITLE: EMERGENCY AND SAFETY PLAN	12/20/2016	10/25/2024
<u>ATTACHMENT TO</u>	REVIEW DATES	
POLICY #: 8.15		
POLICY TITLE: EMERGENCY AND SAFETY PLAN		
CHAPTER: N/A		

I. PURPOSE

To establish procedures for handling emergencies in a safe and orderly fashion.

II. PROCEDURES

A. GENERAL SAFETY GUIDELINES

1. Vehicle

- a. Lock cars and keep valuable items out of sight.
- b. Park in a well-lit area if possible.

2. Office/Work Environment

- a. To prevent theft, keep valuable (purse, wallet, etc.) in a locked cabinet or drawer when at work.
- b. Notify co-workers when you are leaving and returning. Someone in the office should have access to your electronic calendar to know where you are throughout the day. Employees are responsible to keep their electronic calendars up to date at all times.
- c. Locked doors should never be propped open. An employee must be at the meeting site from the time the door is unlocked until it is locked.
- d. All visitors must enter and exit offices from the main entrance with the exception of emergency situations in which emergency doors may be used.
- e. All visitors must sign in and be escorted to their destination. Upon completion of the visit, the accompanying employee should escort the visitor out and ensure the visitor is signed out.
- f. Employees are required to take security precautions to protect access to electronic information, such as logging off when leaving their work area or setting up screen savers.
- g. At the end of the day, employees must secure their computers, file cabinets, client information and doors to protect confidential information and the LRE's property.

3. Personal

- a. If an employee has a scheduled office meeting with a consumer who is potentially violent, the employee should notify their supervisor and the Chief Operating Officer (COO) to develop a plan for handling safety concerns.
- b. Apply common sense to safety. Never do anything that is unsafe to get the job done or engage in practices that are inconsistent with ordinary and reasonable common-sense safety rules. If a job is unsafe, report it to your supervisor.
- c. Do not block access to fire extinguishers or fire exits. Never disable a fire alarm.

B. GENERAL EMERGENCIES

1. The COO is to be notified as soon as it is reasonably safe in the event of an emergency. In the absence of the COO, the Chief Executive Officer (CEO) will carry out all responsibilities below assigned to the COO.
2. Evacuation is appropriate when an announcement is made, or when fire alarms are heard or seen.
3. If it can be done safely, the COO will gather visitor logs and sign out sheets as they evacuate.
4. For fires and bomb threats, staff will evacuate in an orderly fashion to the Safe Gathering location as identified on the [LRE Evacuation Map](#).
5. For natural disasters, staff will evacuate in an orderly fashion to the Temporary Shelter location identified on the [LRE Evacuation Map](#).
6. Employees meeting with consumers and/or visitors are to ensure their safety during evacuation and that they reach the designated area for evacuation.
7. Managers on site will perform a “sweep” of their area during an evacuation.
8. The COO will account for all individuals, including employees, visitors and persons served. After reviewing the visitor logs with Administrative Assistant, the COO will indicate the “All Accounted For” or identify who is not.
9. No one is to reenter the building or leave the Temporary Shelter location inside the building until the “All Clear” notification has been given by the COO.
10. The COO will provide all direction and communication regarding the emergency. This includes communication with authorities.

C. FIRE EMERGENCIES

1. The fire alarm is to be pulled in the event of a real fire.
2. The first person detecting a fire or explosion onsite should immediately contact 911.
3. In the event of a fire, all employees are to evacuate through the appropriate door, as per allowance by fire location, close the office and exit door(s) behind them, and proceed to the Safe Gathering location. See [LRE Evacuation Map](#).
4. Fire extinguishers are located throughout the building and documented on the posted [LRE Evacuation Map](#).

- a. Individuals who have not been trained in the proper use of a fire extinguisher should not attempt to put out the fire and must immediately evacuate. See [LRE Fire Extinguisher Training](#).
- b. Efforts can be made to control a fire using a fire extinguisher but should not be done in a manner that would endanger an individual or impede the evacuation of occupants.
- c. Use fire extinguishers only on fires that can be easily extinguished or kept from spreading.

D. BOMB THREAT EMERGENCIES

1. All employees who are permitted to answer incoming calls, to open mail, or to greet visitors are to gather information regarding a potential bomb threat using the LRE Bomb Threat Checklist. Copies of this checklist are posted on the LRE's [Safety SharePoint Site](#) for all staff to access. An accurate analysis of the telephone threat can provide police with many valuable clues. The caller could reveal personal characteristics, such as gender or ethnic background, or provide a clue to his location by background noises. They may intentionally or unintentionally provide accurate information on the type of bomb and its exact location. If possible, employees are to notify another employee of the bomb threat while the call is in progress so that they can notify the COO.
2. If a letter threat is received, it should be preserved for the police investigator. To preserve fingerprints, the letter should not be handled once opened.
3. The COO or their designee will contact 911.
4. The COO, in cooperation with the police and fire officials at the scene, shall determine the necessity of searching and/or evacuating the site.
5. In the event of a bomb threat and the need to evacuate, the Safe Gathering location is the same area for fire emergencies as indicated on the posted [LRE Evacuation Map](#).
6. As employees evacuate, they are to be on the lookout for strange objects or packages that might potentially be a bomb and report this information to the COO. Objects or packages must not be touched or moved.

E. NATURAL DISASTER EMERGENCIES

Defined as a severe weather condition, this includes severe thunderstorms or tornadoes, earthquakes, and floods.

1. Notification of a natural disaster warning is received from the media, weather radio, or by notification from the COO.
2. When a watch is issued, or when severe or threatening weather conditions exist, the COO will remain alert to the progressing conditions either by periodically checking weather status, or by designating another employee to serve as a weather spotter.
3. An employee sighting a funnel cloud shall report it to the COO, who will then issue a take shelter warning.

4. In the event of a natural disaster, use the Temporary Shelter location indicated on the posted [LRE Evacuation Map](#).

F. UTILITY FAILURES EMERGENCIES

Defined as a power outage. Gas leaks are covered under Safety During Violent or Threatening Situations.

1. In the event of a utility failure, the COO, in coordination with the Chief Executive Officer, will decide whether and to what extent evacuation is required. The COO will designate and communicate an appropriate evacuation plan if needed.

G. ACTIVE SHOOTER

1. If an active shooter is in your vicinity
 - a. Evacuate regardless of whether others agree to follow
 - b. Leave your belongings behind
 - c. Help others escape if possible
 - d. Prevent individuals from entering an area where the active shooter may be
 - e. Keep your hands visible
 - f. Contact 911 when you are safe
 - g. Follow the instructions of any police officers
2. If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
 - a. Be out of the active shooter's view
 - b. Turn off the lights
 - c. Silence your cell phone
 - d. Lock the door
 - e. Seek protection if shots are fired in your direction
3. If active shooter is nearby
 - a. Lock the door
 - b. Turn off the lights
 - c. Silence your cell phone
 - d. Turn off any source of noise
 - e. Hide behind items
 - f. Remain calm
4. If evacuation and hiding are not possible, remain calm, dial 911, if possible alert police to the active shooter's location. If you can't speak leave the line open and allow the dispatcher to listen in.
5. Take action against the active shooter as a last resort, and only when your life is in immediate danger, attempt to disrupt and/or incapacitate the active shooter by:
 - a. Acting as aggressively as possible against them
 - b. Throwing items and improvising weapons
 - c. Yelling
 - d. Committing to your actions

H. VIOLENT OR THREATENING SITUATIONS. Defined as an explosion, gas leak, biochemical threat, acts of terrorism, and use of weapons.

1. In the event of this type of situation, staff are to notify the COO immediately, who will decide whether and to what extent evacuation is required. The COO will designate and communicate an appropriate evacuation area or temporary shelter if needed.
2. The COO or their designee will contact 911.
3. Employees will complete an Employee's Report of Injury Form if applicable.

I. MEDICAL EMERGENCIES

Defined as a personal injury, serious illness, or medication error.

1. In cases of a Medical Emergency, the following steps are to be taken:
 - a. Notify a co-worker of medical emergency. The staff member's manager should be notified at this time as well.
 - b. Evaluate the situation and determine if professional medical assistance is required. "When in doubt / get it checked out".
 - c. Call 911 to request an ambulance.
 - d. At least one LRE employee shall stay with the injured/ill employee until the ambulance arrives, particularly if the injured/ill employee is having trouble breathing, chest pains, or has a head injury.
 - e. Contact Human Resources to notify the employee's emergency contact that they are being transported to a hospital by ambulance. Be sure to know to which hospital they are being sent to before making the call.
 - f. A designated LRE representative will be sent to the hospital to remain with the employee until their emergency contact arrives. Designated representatives include department managers and chief-level staff.
 - g. The COO should be contacted at this time.
 - h. The COO will make arrangements for personal items such as coat, keys, purse, etc. to be delivered to the patient or their emergency contact.

J. TESTING OF EMERGENCY PLANS

1. The LRE's emergency plans will be tested at least annually.
2. While actual evacuations are preferred, simulations are sufficient if they involve practicing evacuation procedures. Evacuation in response to a real emergency will count as a test if properly documented.
3. A written report regarding all drills and incidents will be prepared by the COO. Reports will be promptly sent to HR and the Chief Executive Officer for review by the Executive Team as soon as possible after the drill or event.

Reports will include the following:

1. Date of the drill or incident
2. Type of drill or incident
3. Time of alarm
4. Time required to evacuate all occupants

5. Challenges and successes
6. Confirmation that the current Emergency Plan is satisfactory
7. Strategies and action planning to improve performance

III. CHANGE LOG

Date of Change	Description of Change	Responsible Party
10/25/2024	NEW Procedure (removed from Policy)	COO or designee