



## Policy: Emergency Procedures

**ChildNet Number: CN 002.022**  
**Original Approved Date: May 20, 2010**  
**Revised Date(s): November 19, 2010**  
**Sunset Date:**  
**COA Standards: ASE 6.02, 7.02, 7.04**

### Statement of Policy:

ChildNet is committed to protecting clients and ensuring a safe and stable workplace for employees and visitors. The Facilities Department works closely with all local law enforcement personnel, fire department, and other law enforcement agencies to ensure the safety of ChildNet's staff and visitors in case of an emergency, including emergencies requiring evacuation and lockdown of the facility. ChildNet is also prepared to respond to medical emergencies.

### Definitions:

**Outside Threat** – A threat that occurs outside either of ChildNet's buildings (e.g., parking lot). Examples include a potential intruder, active shooter, or phone threat.

**Inside Threat** – A threat that occurs inside either of ChildNet's buildings. Examples include an intruder, active shooter, or threat inside one of the buildings.

Board Chair's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

11-30-10



## Procedure: Emergency Procedures

**ChildNet Number: CN 002.022**

**Original Approved Date: May 20, 2010**

**Procedure Revised Date(s): November 19, 2010, May 14, 2014, May 9, 2018**

**Procedure Sunset Date:**

**COA Standards: ASE 6.02, 7.02, 7.04**

### Statement of Procedure:

#### Evacuation Drills:

- a. The facility needs to be evacuated in a timely and safe manner for fire and other threats as set out in the COOP.
- b. Evacuation drills are announced and held at each facility at a minimum of once per year when most of the staff is expected to be on site.
- c. The Facilities Manager or designee conducts the drill in conjunction with the property management company.
- d. All persons in the building are required to exit during the drill. There will be no exceptions. This includes staff, visitors, contractors, and any other persons on-site on the day of testing.
- e. The Safety Committee has pre-established "Fire Wardens" for each building to ensure that everyone has evacuated their assigned zone. The Safety Committee provides each "Fire Warden" with a reflective safety vest, a flashlight and a personal binder containing, the evacuation plan of the building, plan of the assigned zone, narratives and tips pertaining to safe building evacuations and how to apply them to the respective emergencies.
- f. The goal for evacuation is 2 minutes.
- g. All persons must evacuate to their designated meeting area for their facility and will remain there until the drill is completed and the signal to return to work is given by the Facilities Manager or designee.
- h. The fire wardens/ designee direct and assist the staff out of the building from their respective area to the meeting site. The fire warden/designee ensures that the staff remain at the meeting site until the Facilities Manager or designee give the clearance to return to the building.

- i. Total evacuation time is noted and recorded at this point by the Facilities Manager.
- j. The Facilities Manager returns to the building to inspect all areas and to confirm no one has remained inside.
- k. Once the inspection is completed and the building is within compliance with applicable fire safety codes and regulations, the Facilities Manager gives everyone the okay to return to the building.
- l. A record is kept of all fire drills completed throughout the year, including the total time for evacuation, and all issues (including individuals who did not leave the building).
- m. Any issues noted must be discussed and rectified with the Facilities Manager and any change needed to the evacuation plan is made as necessary and appropriate.

### **Lockdowns**

- a. A lock-down may be initiated by law enforcement personnel, the fire department, and Facilities Manager for any outside/inside threat.
- b. If a lockdown is initiated by one of the above-mentioned persons, staff must be notified immediately by e-mail or a designated notification system.
- c. 9-1-1 must be called if they are not privy to the situation.
- d. Protective measures are taken as appropriate, which may include any of the following:
  - The Fire Wardens and Facilities Manager check halls and rest rooms for any person in the building.
  - Exterior doors and windows are closed and locked.
  - Staff and visitors are moved to safe areas to reduce visibility.
  - Employees are alerted to stay away from the building.
  - The notification system is activated.\*

\*The designated notification system is a method appropriate to each site, and may involve the use of a code word or phrase.
- e. All staff members must remain in place until the situation clears and they are notified by law enforcement, fire, and Facilities Manager or appointed ChildNet designee that it is safe to return to the buildings.



## **On-Call**

The “on-call period” refers to the weekend and holidays (Fri 5 PM – Mon 8 AM) and weekdays (5 PM – 8 AM the following day) a Facilities employee is required to be accessible to return to work for emergencies only. The designated employee who is “on-call” on any given week must be accessible by telephone.

## **Treating Injuries and Responding to Medical Emergencies**

- 1) In case of a serious injury:
  - a. Call 911 immediately.
  - b. All Executive Assistants and the Facilities Manager have a list of staff that has been certified in CPR by the American Red Cross.
  - c. A CPR certified staff person should be contacted and begin medical care on the injured person until 911 staff arrives.
  - d. If the injured person is responsive, ask him/her who he /she wishes to be called to be advised of the injury. If the injured person is an employee, Talent Management staff is to access his/her personnel file for any information concerning illness, physician, and family contacts. All employee emergency contact information is maintained by Talent Management.
  - e. Case Management maintains client and caregiver emergency contact information. Additional information on ChildNet’s emergency call down notification process can be found in Section III of the COOP.
  - f. A list of emergency contact information, including hospitals, can be found in Attachment 12 of the COOP.
  - g. In the event of a sudden cardiac arrest, ChildNet has automated external defibrillator (AED) devices located strategically in each of ChildNet’s buildings. The AED devices are easy to use, assessable, and include simple step-by-step training instructions.
- 2) For minor injuries:
  - a. First Aid kits are clearly labeled and are maintained at each of ChildNet’s buildings by the Facilities team.
  - b. Employees can locate a First Aid station by looking at any of the posted evacuation maps. First Aid station locations are marked with a red cross.



- c. A comprehensive First Aid manual with treatments and techniques for emergency and first aid situations can be found in all First Aid kits.
  - d. The poison control number is posted at all First Aid stations.
- 3) Work-related incident or accident:
- a. Any work-related incident or accident is to be reported immediately to the employee's supervisor and Talent Management for prompt evaluation and medical attention, as necessary, for safety and Workers' Compensation purposes.
  - b. For more information, refer to "Safety and Incidents and Accidents Reporting" (CN 009.031).

### **Emergency Response Plan**

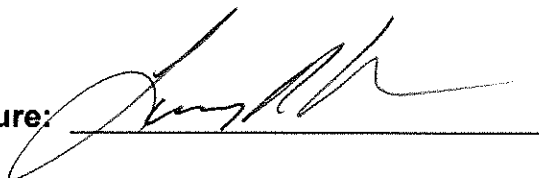
The Continuity of Operations Plan (COOP) is ChildNet's comprehensive and effective disaster plan designed to ensure the continuity of essential services under all types of disruptive circumstances. The plan discusses how to prepare for a wide range of potential emergencies, both planned and unplanned. Examples of these emergencies include, but are not limited to, accidents, fire, serious illness, fatalities, pandemics, bomb threats, acts of violence, water emergencies, natural disasters (i.e. hurricanes), and other life-threatening situations.

For more information on ChildNet's emergency procedures or emergency response plan, refer to the COOP.

### **Emergency Preparedness Training**

All ChildNet employees have electronic access to the COOP, and are trained on emergency preparedness procedures, such as how to prepare for and respond to medical and safety threats, natural disasters, and other emergencies.

**President's Signature:**



**Date:**

5/14/18