

Document Type:¹

☒ Policy & Procedure ☐ Process Guideline

Adopted: 1/1/2019
Last Reviewed: 49/16/2025
Retired:

☐ Plan ☐ System Description

Revisions: 11/07/2019, 11/10/20, 3/25/2022

Document Scope: (applies to Policy & Procedure only)

- ☒ The requirements herein apply only to the GCBH BH-ASO Central Office and its functions.
- The requirements herein apply, verbatim, to GCBH BH-ASO and its network providers².
- The requirements herein apply both to GCBH BH-ASO 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.

PURPOSE: To establish response procedures for Greater Columbia Behavioral Health, LLC BH-ASO (GCBH BH-ASO) 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 BH-ASO.
- II. **Staff:** All individuals within the building, including temporary workers.

POLICY

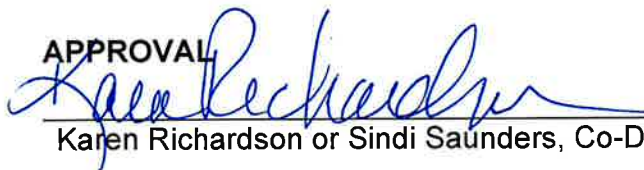
- A. Insofar as possible, GCBH BH-ASO leadership ensures that staff members are safe in all aspects of their work, especially in relation to encounters with individuals, other service users, members of the public, and other members of staff.
- B. All staff members are responsible for attending to their 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. **911:** 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 themselves 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 the North parking lot within a safe distance from the building.
- 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. **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 in the storage closet of the office kitchen area. The third priority is to summon medical help if needed.
4. **Training, drills, and communication:** On an annual basis, all staff will receive basic training on the building evacuation plan. In addition:
- 4.1. On an annual basis, the Disaster Coordinator, with the use of a licensed contractor, shall ensure all fire extinguishers are fully charged and ready for use.
 - 4.2. An unscheduled fire drill will occur at least once every 180 days.
 - 4.3. The Disaster Coordinator is responsible for ensuring all first aid kits are adequately stocked.
 - 4.4. The Co-Director(s) is responsible for notifying family and/or next of kin of staff serious injury or death.

APPROVAL


Karen Richardson or Sindi Saunders, Co-Directors


Date