# Beth Massey, MSED

Threat Preparedness Coordinator Monroe Health Center Union, WV

2<sup>nd</sup> Career – 2 years Retired 35+yrs – Adult/Youth Educator 17 years – Volunteer Fire Fighter

**Need:** Easy access and quick understanding of emergency procedures.

Idea: Classroom

Access For: Everyone who enters the building.

Size: 8.5: x 5.5"

Cost: \$7.75 each – local printer

**Reviewed:** Annually – when all emergency plans are reviewed.

**Training:** Annually for all staff and when new employees are hired (video).



# Hazards Included:

Worked with our **Threat Preparedness Community Committee** All Hazard Survey to identify the top hazards which could impact our facility.

Included only the most important informationno fluff.

Ask a 10 year old proof read for understanding.

Input from organization safety committee.



## **Shelter In Place Announcement:**

If you hear a shelter in place announcement over the intercom, please close the door where you are located, lock if possible and remain until the all clear is called. If you are not in a room please move to a room with a door, close and if possible lock the door.

This announcement indicates a situation is occurring inside or outside the building which we need to address, but it does not require leaving the building, and we will let everyone know when the situation is cleared

# SHELTER IN PLACE

MEDICAL/AED/FIRST AID

WEATHER EMERGENCY

HAZARDOUS MATERIAL SPILL

**ACTIVE SHOOTER** 

VIOLENT THREAT IN-PERSON OF VIRTUAL

**UTILITY FAILURE** 

FIRE

# **Initial Review:**

County Emergency Manager EMS / Chief Medical Officer

NOAH Regional Partner

**Sheriff & State Police** 

**Facility Manager** 

Fire Marshall

In the event of a fire emergency, it is necessary and safest for occupants to evacuate. It is Monroe Health Center Policy to evacuate the building completely.

If your means of escape is blacked you may attempt to put out or reduce the fire by using the fire extinguisher, so that you may escape.

Situations where the fire alarm and evacuation should be activated using the pull alarm system or Alertus Desktop Activator:

- . A fire or imminent fire hazard occurs in any area of the building
- . Presence of smake or odor of burning
- . Uncontained release of hazardous gas

# Building Evacuation Action Guidelines - RACE:

### Rescue -

 Assist individuals with disabilities and others if it is sale to do so

### Fire Extinguisher Instructions:

- P Pull safety pin from handle
- A Aim at the base of the fire
- S Squeeze the trigger handle
- S Sweep from side to side

### Alert -

- Inform people around you that there is a fire.
- Advate the nearest fire alarm pull station. If the building has no pull stations, use the Alertus Desktop Activator or call 911 from a safe location.

#### Confine -

. Close doors behind you to inhibit the fire from spreading

#### Evacuate -

- Leave the building immediately via the nearest exit (roll call designee take staff list, receptionist take patient list)
- . If smoke is present, stay low and crawl to the nearest exit
- . Do not re-enter the building until authorized by emergency responders

#### Roll Call -

- When it is safe, report to the staff roll call area and if possible take building visitors with you.
- . Building designer(s) take roll and report to the Fire Incident Commander the results

### Following event -

- Site manager or designes call the fire alarm company to inform that the emergency is over aid alarm system should be active again.
- Building evacues should remain at a sate distance, up wind.
- Gather with other employees and complete roll call to account for all employees.
- Parient's and other building visitors: Report results to incident communities.

