

FAMILY SUPPORT SERVICES OF NORTH IDAHO

EMERGENCY PROCEDURE

Purpose: To identify and appropriately respond to emergency situations within the agency facility in order to ensure the safety and well being of building occupants.

All employees will be initially trained regarding emergency response at time of hire as part of orientation process. In addition, there will be annual Emergency Plan in-services.

Procedure:

- Action in the event of fire: In the event of any outbreak of fire, however small, it will be the duty of the person detecting it to;
- Alert persons nearby and request assistance, if this person is with a child who has developmental disability it will be the responsibility of this person to exit the building with the child and go to the designated meeting area outside the building until further instruction are given by the directors or office manager of the agency;
- Call the fire department or 911 (the emergency number should be prominently displayed);
- Inform the directors or office manager of the location of the fire;
- Operate first-attack fire fighting equipment, if
 - it appears capable of extinguishing the fire;
 - the size of the fire is not a hazard to their safety;
 - the level of smoke is not an obvious health hazard; and
 - a secure escape route is available as fire extinguishing operations will result in a considerable increase in smoke production and loss of visibility.
- * Action in the event of any other emergency such as flood, black out, earthquake, bomb threats or any other threats, it will be the duty of the person detecting it to;
- * Alert persons nearby and request assistance;
- * Providers accompanied with a child/client will be responsible to exit the building following the closest and available exit route and go to the designated meeting area outside the building, until further instruction are given by the directors or office manager of the agency.
- Call 911 and report the emergency if necessary (emergency number should be prominently displayed);
- Inform the directors or office manager of the emergency.