

WHITE SANDS TREATMENT CENTER

E.O.C FIRE and DISASTER

Employee Procedures Manual



This Manual provides an overview of White Sands Treatment Center Policies and Procedures for E.O.C. Fire & Disasters

All Employees of White Sands Treatment Center are required to follow the policies & procedures outlined in the Fire & Disasters Manual

PURPOSE:

The purpose of this policy is ensure the safety of patients, visitors, and staffs in case of a Fire, Disaster or other emergencies. White Sands Treatment Center recognizes that in the event of a fire or disaster it is necessary to have an evacuation plan that assists patients, visitors and staff in vacating the center with a minimum of confusion.

SCOPE:

This Policy applies to ALL EMPLOYEES of White Sands Treatment Center.

POLICY:

It is the policy of White Sands Treatment Center Employees to have clearly specified procedures to follow in a fire, disaster, or other emergencies. ALL STAFF AND PATIENTS ARE REQUIRED TO PARTICIPATE IN FIRE AND DISASTER DRILLS. (All fire and disaster drills are unannounced).

PROCEDURE:

IT IS RESPONSABILITY OF EACH EMPLOYEE TO LEARN ALL FIRE and DISASTER POLICES AND PROCEDURES.

When a Fire, Disaster, or other Emergencies occurs, follow the following procedures:

- A. The proper code will be called out 3 times with location. For example, "CODE RED, HOUSE 6 / CODE RED, HOUSE 6 /CODE RED, HOUSE 6 "
- B. The Lead Behavior Health Technician will notify the proper authorities and Facilities Manager the type and location of the emergency. The Lead Behavior Health Technician will also monitor the staff by radio, to assure that all individuals have made their way to designated safety zone.
- C. Staff will ensure that all patient information is secured.
- D. Once the Lead Behavior Health Technician has called the appropriate code, all other Behavior Health Technician will go directly to their designated houses or zone to evacuate patients and ensure that all doors and windows are closed. Once the patients have been cleared of the house/ building, the designated Behavior Health Technician

should place a chair or waste basket in front of the door, to indicate to the Lead Behavior Health Technician that the house/building is clear. The Behavior Health Technician should then proceed to escort patients to the proper evacuation route and safe areas.

- E. Once all patients, visitors and staff are in their Safety Area, the Behavior Health Technician **MUST TAKE ROLL CALL OF THE PATIENTS** to ensure all are accounted for. If a Behavior Health Technician finds that a patient is missing, **DO NOT GO BACK AND LOOK FOR THEM!** Immediately notify the authorizes of the name and last location of the missing patient.
- F. Once the Behavior Health Technician has taken roll call and all patients are accounted for, it is the responsible of the Behavior Health Technician to keep the patients in their designated safety zone until released by the proper authorizes.

CODES:

Each employee is required to know the codes listed below:

RED = Fire

BLUE = Medical

GREEN = Bomb

YELLOW = Hazardous Spill

GREY = Security

PURPLE = Weapon

CODE D = Disaster Preparedness

**** Please note, employees can and will be tested on these codes by the Safety Officer at any time. In addition, employees may be asked question about safety codes during a Joint Commission inspection. ****

R = Rescue

P = Pull

A = Alarm

A = Aim

C = Contain

S = Squeeze

E = Evacuate

S = Sweep