

Emergency Escape Procedures

Brad Rodgers MD Family Practice

Designated Emergency Meeting Locations

- **Fire Evacuation:** Parking lot on the far north side
 - **Tornado Evacuation:** Center of the building, West hallway between exam rooms and bathrooms.
 - **Bomb Threat:** Wait for instructions from emergency responders
 - Employees are to:
 - Assist patients in safe and orderly evacuations.
 - Direct patients during emergencies.
 - Serve as resources regarding emergency procedures.
 - Conduct head counts following evacuations
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Emergency Escape Procedures and Assignments

Our emergency escape procedures and assignments are designed to respond to many potential emergencies, including fire, tornadoes, and bomb threats.

Employees must know what to do when they discover an emergency or are alerted to one. The Safety Officer has developed procedures for responding to emergencies based on the type of incident.

General Guidelines

- All employees are trained in safe evacuation procedures.
- Refresher training is conducted whenever responsibilities change or the plan is updated.
- Upon initial assignment, employees are trained on the portions of the plan necessary to protect themselves during an emergency.
- Training includes the use of floor plans and workplace maps that clearly identify emergency escape routes.
- Color-coded maps are available and posted throughout the practice.
- Employees are not permitted to re-enter the building until authorized by the Safety Officer

Fire Prevention Plan

Purpose

The plan is designed to control and reduce the possibility of fire and specify equipment and procedures for fire prevention and response.

The Fire Prevention Plan addresses:

- Major workplace fire hazards and proper handling and storage procedures.
- Potential ignition sources and methods for controlling them.
- Fire protection equipment and systems.
- Personnel responsible for maintaining fire prevention systems and controlling fuel-source hazards.

Employees will be informed of:

- The purpose of the plan.
- Preferred methods of reporting fires and emergencies.
- Evacuation procedures.
- Alarm systems.

The Fire Prevention Plan works in conjunction with the Emergency Action Plan and references those procedures for evacuation, accountability, rescue, and medical duties.

Emergency Reporting Procedures

The emergency reporting system for alerting office personnel is verbal communication.

Fire Emergency

When a fire is detected:

1. Activate the alarm system according to facility procedures.
2. The Safety Officer will coordinate with the fire department.
3. Head counts will be provided to fire personnel.
4. No one may re-enter the building until authorized by the Fire Chief or firefighters.

Tornado Emergency

Tornado Watch

- Monitor weather reports through radio, television, or the internet.
- The Safety Officer will notify employees.
- Patients may be allowed to leave the facility.

Tornado Warning

- Emergency shelter will be provided.
- Employees must immediately move to assigned safe areas.
- Employees should assist patients in their care.

Bomb Threat

If a bomb threat is received by telephone:

- Keep the caller on the line if possible.
- Signal another employee to call 911.
- Ask:
 - Where is the bomb located?
 - When will it go off?
 - What type of bomb is it?
 - Why was it placed?
 - What is the caller's name?
 - What is the caller's phone number?
- Listen to background noises such as:
 - Music
 - Voices
 - Aircraft
 - Church bells
- Note any distinguishing characteristics of the caller.
- Note any evidence that the caller has knowledge of the building.

Employees should:

- Remain alert for suspicious items.
- Notify neighboring offices.
- Not evacuate until instructed by emergency responders.
- Search their work area for anything unusual.
- Never touch suspicious objects.
- Report suspicious findings to the Safety Officer.
- Mark rooms that have been searched and deemed safe with a sticky note on the door.