

EMERGENCY MANAGEMENT AND SAFETY PLAN

PHP/IOP OUTPATIENT BEHAVIORAL HEALTH FACILITY

1230 Fryar Avenue, Sumner, Washington 98390

Facility Type: Partial Hospitalization Program (PHP) and Intensive Outpatient Program (IOP) Behavioral Health Facility

Plan Effective Date: _____

Review Date: Annually or Following Any Emergency Event

Facility Administrator: _____

Emergency Coordinator: _____

Emergency Contact Number: _____

PURPOSE

The purpose of this Emergency Management Plan is to establish procedures to protect patients, staff, visitors, contractors, and property during emergencies occurring at the facility located at 1230 Fryar Avenue, Sumner, Washington 98390.

This plan addresses:

- Fire Emergencies
- Medical Emergencies
- Active Threat/Violent Intruder Events
- Natural Disasters
- Severe Weather
- Earthquakes
- Evacuation Procedures
- Shelter-in-Place Procedures
- Communication Protocols

EMERGENCY CONTACTS

Emergency Services

- Emergency: 911
 - Non-Emergency Police: Sumner Police Department
 - Fire Department: East Pierce Fire & Rescue
 - Hospital: MultiCare Good Samaritan Hospital
 - Utility Emergency Contacts: Posted at reception and staff stations
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FACILITY EVACUATION RESPONSIBILITIES

Incident Commander

Typically the Program Director, Executive Director, or highest-ranking staff member on site.

Responsibilities:

- Direct emergency response.
- Coordinate with emergency responders.
- Account for all patients and staff.
- Determine need for evacuation or shelter-in-place.

Staff Responsibilities

- Assist patients to safety.
 - Maintain calm environment.
 - Bring attendance rosters if safe.
 - Account for assigned patients.
 - Report missing persons immediately.
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FIRE EMERGENCY PROCEDURES

If Fire or Smoke is Discovered

R.A.C.E. Procedure

R – Rescue

- Remove anyone in immediate danger.

A – Alarm

- Activate nearest fire alarm.
- Call 911.

C – Contain

- Close doors and windows if safe.

E – Evacuate

- Evacuate building immediately.

Evacuation Procedures

1. Pull fire alarm.
2. Call 911.
3. Staff direct patients to nearest safe exit.
4. Do not use elevators.
5. Proceed to designated assembly area.
6. Conduct patient and staff accountability.
7. Await fire department clearance before re-entry.

Primary Assembly Area

Parking lot located away from the building and emergency vehicle access routes.

Secondary Assembly Area

Adjacent designated safe area if primary assembly area is compromised.

MEDICAL EMERGENCY PROCEDURES

Examples include:

- Heart attack
- Stroke

- Overdose
- Seizure
- Severe allergic reaction
- Loss of consciousness
- Serious injury

Response

1. Call 911 immediately.
 2. Notify facility supervisor.
 3. Provide first aid within scope of training.
 4. Retrieve AED if indicated.
 5. Keep patient comfortable and safe.
 6. Assign staff member to meet EMS upon arrival.
 7. Complete incident report following event.
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Overdose Response

1. Call 911.
 2. Administer Naloxone (Narcan) if trained.
 3. Monitor breathing and responsiveness.
 4. Continue care until EMS arrives.
 5. Document event according to policy.
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ACTIVE THREAT / ACTIVE SHOOTER RESPONSE

Run – Hide – Fight Model

RUN

If safe:

- Leave building immediately.

- Assist others if possible.
- Leave belongings behind.
- Call 911 once safe.

HIDE

If evacuation is unsafe:

- Lock and barricade doors.
- Turn off lights.
- Silence cell phones.
- Move away from doors and windows.
- Remain quiet.

FIGHT

As a last resort:

- Use available objects to defend yourself.
- Commit fully to stopping the threat.

Staff Responsibilities

- Initiate lockdown if threat is inside or near facility.
- Notify law enforcement.
- Account for patients when safe.
- Follow police instructions upon arrival.

SEVERE WEATHER PLAN

The Sumner, Washington area may experience:

- Windstorms
- Flooding
- Heavy rain

- Winter storms
- Snow and ice
- Extreme temperatures

Weather Monitoring

Staff shall monitor:

- National Weather Service Alerts
 - Local emergency notifications
 - County emergency management alerts
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Shelter-in-Place Procedures

1. Move patients indoors.
 2. Close doors and windows.
 3. Remain away from glass.
 4. Monitor emergency broadcasts.
 5. Maintain communication with staff.
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Flooding

If flooding threatens the facility:

- Move patients away from affected areas.
 - Shut off electrical equipment if safe.
 - Prepare for evacuation if directed by authorities.
 - Follow evacuation routes avoiding flooded roadways.
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EARTHQUAKE RESPONSE PLAN

Washington State is located within a seismically active region and earthquakes must be anticipated.

During an Earthquake

DROP

Drop to hands and knees.

COVER

Take cover under sturdy furniture or against an interior wall.

HOLD ON

Hold until shaking stops.

Do NOT

- Run outside during shaking.
 - Use elevators.
 - Stand near windows or glass.
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After Shaking Stops

1. Check for injuries.
 2. Call 911 for serious injuries.
 3. Evacuate if structural damage exists.
 4. Shut off utilities if instructed and trained.
 5. Expect aftershocks.
 6. Move to designated assembly area.
 7. Conduct accountability check.
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Earthquake Supply Kit

Maintain supplies including:

- Flashlights
- Batteries

- First aid supplies
 - Water
 - Emergency blankets
 - Phone chargers
 - Patient accountability lists
 - Emergency contact information
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NATURAL DISASTER RESPONSE

Potential events include:

- Earthquakes
- Flooding
- Landslides
- Severe storms
- Extended power outages

General Response

1. Assess immediate danger.
 2. Contact emergency services if needed.
 3. Follow evacuation or shelter-in-place procedures.
 4. Maintain patient accountability.
 5. Document actions taken.
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POWER OUTAGE PROCEDURES

1. Determine extent of outage.
2. Use emergency lighting.
3. Secure medications and records.
4. Evaluate need to suspend programming.

5. Contact utility provider.
6. Consider early patient dismissal if conditions warrant.

COMMUNICATION PLAN

Internal Communication

- Cell phones
- Group text alerts
- Emergency notification system
- Staff call tree

External Communication

- Emergency responders
- Families/emergency contacts
- Regulatory agencies if required
- Facility leadership

PATIENT ACCOUNTABILITY

Staff shall maintain:

- Daily attendance rosters
- Emergency contact information
- Patient sign-in and sign-out logs

During any emergency:

1. Account for all patients.
2. Account for all staff.
3. Report missing individuals immediately to emergency responders.

TRAINING REQUIREMENTS

All staff shall receive:

- Annual emergency preparedness training
 - Fire extinguisher training
 - CPR/AED certification (as applicable)
 - Active threat training
 - Earthquake preparedness training
 - Evacuation drills
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DRILL SCHEDULE

Drill Type	Frequency
Fire Drill	Quarterly
Active Threat Drill	Annually
Evacuation Drill	Semi-Annually
Severe Weather Drill	Annually
Earthquake Drill	Annually

INCIDENT DOCUMENTATION

Following any emergency:

1. Complete incident report.
 2. Document injuries and response actions.
 3. Conduct debriefing.
 4. Identify corrective actions.
 5. Update emergency plan if necessary.
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PLAN APPROVAL

Executive Director: _____

Signature: _____

Date: _____

Emergency Coordinator: _____

Signature: _____

Date: _____

Annual Review Date: _____