

# Orion ISO

## Emergency Procedures

### Severe Illness, Fire Evacuation, Accident, Severe Weather, Missing Persons & other Emergency Situations

Every agency has the potential of undergoing an emergency situation, whether it is related to medical, fire, weather, catastrophic accident, civil strife, or other emergency. All potential emergency or catastrophic exposure must be considered and training procedures in place for each location.

The following procedure and plan will be implemented in the case of severe illness, fire evacuation, accident, severe weather or missing persons and any other emergency situations.

Orion ISO staff will first focus on developing necessary consumer skill and assuming staff responsibilities that will assure that no such emergency shall occur. Should the emergency occur, general procedures are outlined which can be implemented at that time.

#### I. Consumer Skills

Staff must recognize that the best way to deal with an emergency is to ascertain that it does not occur, the areas of consumer assessment and training become primary.

During the first 45 days of a consumer intake, an Orion ISO coordinator will complete an on-site orientation check list with the assistance of the consumer's legal guardian/authorized representative. The on-site orientation check list will contain information regarding the consumer's skills in dealing with emergency procedures. Through this evaluation, the consumer's abilities to deal with such emergencies will be known. Staff will then be trained on the on-site orientation check list prior to working with that consumer.

#### Training

The staff will receive 30 hours of initial orientation that will consist of training in the following areas: Vulnerable Adult and Maltreatment of Minors, Emergency Planning and Prevention (CPR, First Aid and OSHA), Vehicle Safety, Training in Emergency Procedures, and Medication Assistance, along with other informative classes.

Orion ISO works with the Christianson Group and other safety programs to keep us abreast of general risk management trends within the disability community as well as specific loss matters.

#### C. Monitoring

To monitor, evaluate and ensure safety, there are scheduled internal and external safety inspections by management, and quality assurance. During these

inspections they will provide periodic safety orientation and training; Review, investigate, and analyze accidents and incidents; make recommendations relative to preventative measures to reduce accidents, training, safety practices and procedures.

## II. Additional Safeguards by Staff

A primary staff responsibility is to ensure the safety and welfare of consumers. Therefore, staff on an ongoing basis will check the consumer's apartment, home and neighborhood environment, being alert to observe any dangerous conditions. If such conditions occur, it is a staff responsibility to advise the consumer and/or ISO coordinator regarding danger and provide correction in whatever way possible.

It is imperative that clients, staff, and the public be protected in case of an emergency, and that the safety program of Orion ISO is carried out with the least amount of disruption. Preventing incidents that lead to emergency situations is a priority of this organization.

The supervisor(s) have primary responsibility for dissemination of emergency procedures to staff. They must also establish a designated chain of responsibility so safety procedures can be carried out in their absence. In any instance of emergency, staff will insure that individuals with sensory or mobility impairments are notified of a warning, and are provided with evacuation procedures.

## III. Role of the Employee

A. Well trained employees and consumers are the force against injury, damage and illness in the work environment. Each employee shares the following responsibilities within the scope of the loss control program (this will apply to consumers in certain situations)

1. Observing Safety and health rules and regulations.
2. Recognizing and reporting observed hazards.
3. Developing good practices of health, hygiene.
4. Reporting all accidents or injuries immediately.
5. Participating in preventative activities, Safety campaigns, and training programs.

B. The integration of these levels of responsibility, combined with the coordinated efforts of the Safety Committee, should lead to the development and retention of a hazard-controlled work environment.

## IV. Procedure in Case of Emergency

A. When seeking immediate direction before, during, or after an emergency, staff will complete the following steps (If emergency, call 911 FIRST):

1. Call the consumer's authorized representative. (If you don't to reach them, proceed to step 2).

2. Call your Orion ISO coordinator. (If you don't reach them, proceed to step 3).
3. Call the Program Administrator. (If you don't reach them, proceed to step 4).
4. Call the Chief Operating Officer.

**Staff do not need permission to call 911. Staff should do so at any time, they deem as an emergency or a life threatening situation.**

- B. Unless otherwise directed by the case manager, staff will assume responsibility to assist in making the consumer as safe and comfortable as possible, using any appropriate community resources at their disposal.

NOTE: Training for emergency procedures is part of the training for all new staff, which takes place during new hire orientation.

- Employee keeps this policy packet.
- Return the signature page to human resources.

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# Orion ISO

## Staff Training in EMERGENCY PROCEDURES

I certify that I have read and received this initial training packet in emergency procedures. I understand that I was given opportunities to ask questions and voice concerns.

I understand my role as a service provider to ensure the safety and welfare of the consumers. I have reviewed and fully understand the emergency procedures. I was given a copy of the procedures and will be given the specific **Emergency Call List** by the Orion ISO coordinator.

I understand that I do not need supervisory approval to call 911 and should not hesitate to call in any emergency and/or life threatening situation.

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name