HEALTH & SAFETY PRACTICES, UNSAFE ENVIRONMENTAL FACTORS, AND EVACUATION PROCEDURES

TRAINING MODULE
LEARNING OBJECTIVES

• Become knowledgeable of activities of the organization to enhance health and safety for staff, persons served and visitors

• Understand the individual staff member’s responsibility and benefit of attention to drills, evacuation procedures, and communication regarding identifying unsafe environmental issues
HEALTH AND SAFETY PRACTICES

• The organization maintains safety measures and program in the following ways:
  • Evacuation routes are posted throughout the offices
  • Fire extinguishers are accessible in the event of an emergency
  • First aid kits are accessible
  • Evacuation procedures are practiced annually
  • Infection control and communicable disease training is conducted annually
  • Critical incident identification and report training is conducted annually

Continued...
HEALTH AND SAFETY PRACTICES

Continued:
• The following drills are conducted annually:
  • Fire
  • Bomb threats
  • Natural disasters
  • Utility failures
  • Medical emergencies
  • Violent or other threatening situations
• Staff of the agency are urged to identify unsafe environmental issues that pose a risk to staff, persons served, and visitors
• The organization maintains a risk management plan which assesses risk and environmental safety on an annual basis
COMMUNITY BASED SAFETY

When providing services in homes or other locations in the community take actions to protect self and others:

• Become aware of the risks of the community setting; note high crime areas, talk to local police officers
• Note the environmental risks of the home and give education and available resources to reduce risks
• Ask questions related to weapons that may be kept in home and instruct on limiting access
• Park and walk in safe manner
• Make sure adults are present when seeing children
• READ Community Based Safety Manual – and find alternative locations if you do not feel safe
FIRE SAFETY

- Note evacuation routes posted in office
- Note fire extinguishers and ask questions regarding when and how to use
- Understand how you will be alerted to a fire and the actions that you should take (closing doors, turning off lights, etc.)
- Understand your responsibility to evacuate yourself and all persons that are visiting you
- Remain in the designated area outside of the building until Safety Officer informs you that it is safe to re-enter or other actions to be taken
BOMB THREAT

• If a bomb threat is received by phone
  • Obtain as much information as possible
  • Note details of the caller’s voice and speech patterns
  • Listen for background noise and ask about location of device and when it is to detonate
  • While on the phone, get another staff’s attention to evacuate the building and call authorities

(If a bomb threat is received by letter, do not handle more than necessary and call Safety Officer/authorities)
NATURAL DISASTER/SEVERE WEATHER

• Natural disaster includes tornadoes, (also earthquakes, hail storms, floods, heat waves, wildfires)
• Understand the difference between a tornado warning and a watch
• Prepare ahead, know where the safest location in the building is to take shelter-(inside wall, lowest level, away from windows)
• Monitor, listen and take direction from weather radio/TV when weather is threatening
• Know where to find the first aid kit, water, weather radio in the office
UTILITY FAILURES

• Utility failures include electrical outages, gas leaks, or water problems
  • Know where the local numbers are located to report problems
  • Take direction from authority whether to evacuate
  • Unplug electrical devices
MEDICAL EMERGENCIES

• Be informed as to location of emergency numbers (police, hospital, poison control)
• Be informed as to who is First Aid and CPR certified in your office
• Be prepared, know signs of stroke and heart attack
• When a person served is in an emergency situation, pertinent information and emergency contact information may be given out to emergency technicians
• Remember 911 for ambulance service is safer and will get care faster for the person than you transporting in an emergency situation
**VIOLENT OR OTHER THREATENING SITUATION**

- Verbal de-escalation is the preferred method of dealing with verbal or physical acting out
- Remove other persons served and staff from the area
- If the de-escalation is not working than outside authorities are to be called
- Trust your common sense and do not take risks
- If possible remove yourself from the situation, call for help (vocally or by phone), keep your voice tone in control as to not add to stress of the moment
- All situations cannot be anticipated but prepare by talking with colleagues about persons who have history of violence
EVACUATION PROCEDURES

• Evacuation routes are posted throughout the offices, pay attention to them at non-emergency times
• Each staff person is responsible, not only for themselves, but also persons served or visitors who are with them
• Ask questions and know the designated safe area away from the building. You are to remain there in order that all person can be accounted for by a safety officer
• Do not re-enter a building until an all clear has been given by a local authority