

ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE PROCEDURE

Date Issued: **7/24**

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I. APPLICATION:

- ☐ SCCCMH Board
- ☐ SCCCMH Providers & Subcontractors
- ☒ Direct Operated Programs
- ☐ Community Agency Contractors
- ☐ Residential Programs
- ☐ Specialized Foster Care

II. PURPOSE STATEMENT:

St. Clair County Mental Health (SCCCMH) shall establish and maintain emergency procedures that detail appropriate actions to be taken, are appropriate and specific to the service delivery site, and promote safety in all kinds of emergencies.

III. DEFINITIONS:

- A. Critical Incident: Any actual or alleged event or situation that creates a significant risk of substantial or serious harm to the physical or mental health, safety, or well-being of individuals. Such an event requires an immediate professional response. Examples include pandemic, medication error, aggression or violence, biohazard incidents, sexual harassment, or sexual assault, etc.
- B. Designated Shelter or Safe Area: The area in which all occupants are to gather when there is a hazardous event. A designated shelter or safe area maybe inside or outside of the building depending upon the type of hazardous event. For example, if the hazardous event is an outside release of chemicals into the area, as in a “chemical/biological” event, the designated shelter or safe area is inside of the building. If there is a release of chemicals inside of the building, such as a gas leak (which is also a chemical/biological event) or a fire, the designated shelter or safe area is outside of the building.
- C. InformaCast: Is a broadcasting system that allows for enhanced communications in emergency situations when alerting is appropriate and necessary.
- D. Medical Emergency: Life- threatening or serious condition that requires the assistance of trained medical professionals and would necessitate the call to EMS/ambulance and includes, but not limited to:
 - 1. Cardiac and/or respiratory distress

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2. Severe bleeding
3. Acute conditions such as: severe asthma attack, ongoing seizures or diabetic emergency
4. Stroke
5. Poisoning
6. Trauma – induced fractures
7. Multiple injuries
8. Anaphylactic reaction
9. Overdose

E. Workplace Violence:

1. Dangerous (or potentially dangerous) person. When a person is actively engaged in showing an extremely disruptive, destructive, or dangerous behavior. Press the Green Button on a desk phone to activate Emergency Responders.
2. Active Shooter: The most extreme type of workplace violence and means someone is attempting to kill or injure others. When possible, this event “Active Shooter” will be announced over the Public Announcement (PA) system.

IV. STANDARDS:

- A. All buildings will have eight (8) different types of safety (or actual events) drills annually, which may be implemented utilizing the InformaCast Alerting System, via Cisco telephone, using the applicable alert code for the drill. Different drills are to be conducted quarterly. Staff are expected to participate in at least one drill annually. Attendance is collected via an email voting system. Those unable to participate will be required to complete additional training and/or testing. Required drill/event types are:
 1. Natural Disasters
 2. Workplace Violence (Dangerous, or Potentially Dangerous person, Active Shooter)
 3. Suspicious Mail/Parcel
 4. Bomb Threat

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5. Medial Emergency
6. Fire
7. Utility/Power Failure
8. Chemical/Biological Incident

V. PROCEDURES:

A. Emergency Preparedness

Responsible Staff

1. Will utilize InformaCast alerting system, Green Button, or a panic button, as appropriate. If the emergency necessitates 911 to be called first, then the InformaCast alert will be implemented, as applicable.
2. Will document actual emergencies on form [#0910 Emergency Event](#), as incidents necessitate.

Safety Committee Chairperson/ Safety Designee

3. Ensures there are written procedures for the following emergencies:
 - a. Fire
 - b. Utility
 - c. Bomb Threat
 - d. Medical Emergency
 - e. Workplace Violence (Dangerous or Potentially Dangerous person, Active Shooter)
 - f. Chemical or Biological Incident
 - g. Suspicious Mail/Parcel
 - h. Natural Disaster/Adverse Weather (Tornado)
 - i. Pandemic
4. Ensures the procedures are kept up-to-date and easily accessible.
5. Conducts annually required drills by utilizing InformaCast alerting system, (when applicable) using applicable alert code for the specific drill at specific location in accordance with Standard IV.B, and procedures outlined in Exhibit D “Procedure Guidelines for Emergencies Events/Drill” as required by accrediting body.
6. During drills and actual emergency events, Designees will secure their specific assigned location to ensure protocol has been followed (i.e. all staff evacuate, doors closed- fire drill, computers shut off-utility failure, etc.).

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7. Declares/alerts an “All Clear”, when applicable.
8. Executes an electronic voting email response request to track staff participation, once the drill has been completed.

OR

9. Documents staff participation for small drills and/or actual events such as Suspicious Mail Drills, Dangerous Person-Mr. Champion, and Medical Emergency, on form #0910 Emergency Event. Forwards completed form #0910 Emergency Event to Safety Committee Chairperson.

Safety Committee Chairperson

10. Reviews drills and actual emergency events through the use of and After-Action Report/Improvement Plan (AAR/IP), reports compliance/non-compliance, oversees corrective actions, when applicable, and maintains all information within a central file.

Safety Committee Chairperson/Supervisors

11. Ensures 95% compliance of all staff participating in a minimum of one (1) emergency drill (or actual emergency event) annually. For staff unable to participate additional training and/or testing will be provided.

VI. REFERENCES:

- A. CARF – Behavioral Health Standards Manual
- B. [#0910 Emergency Event](#)

VII. EXHIBITS:

None Available

VIII. REVISION HISTORY:

Dates issued 03/04, 08/05, 05/08, 10/11, 01/13, 09/15, 09/16, 05/18, 07/19, 09/20, 09/21, 09/22, 7/23.