



Operations Manual

Governed By: Facilities	Effective Date: 2/13/12
Procedure: Emergencies # 3	Updated Last: 4/4/13
Purpose: To ensure have and follow proper procedures in an emergency and the Facilities department receives immediate notice and can respond appropriately.	
Refer to Policy #:	

Summary: The emergency procedures listed below are for the safety of all CEO staff and clients. Proper response to any emergency is the first action that should be taken in any situation.

- For a fire or strong gas smell in the facility, pull the closest fire alarm then evacuate the facility immediately.
- Managers should then contact the Facilities Manager so proper CEO staff can be notified and dispatched. This will minimize delay in necessary response.
- No Staff in any situation should attempt to put themselves in any dangerous situation, going into a fire, etc.....
- If you have a medical situation call 911 immediately, stay and attend to that person until the medical responders are on the scene.
- For a situation in need of the Police Department, call 911. If it is a threatening situation, remove any customers, children, and staff not involved away from the situation. Remain calm and wait for the police.
- If it's a Facility emergency; broken water pipe, sewer backing up in a floor drain, no heat , etc.....remove children and staff from the area and contact the Facilities Manager immediately.
- When a facility disarms the fire alarm for any reason, work being done/ fire drills etc... the building Manager must provide a staff member to do building sweeps every 5 minutes to visually look out for a real fire threat.

Program or Site: (program name)	Effective Date: (mm/dd/yyyy)
Procedure: (procedure name)	Updated Last: (mm/dd/yyyy)
Purpose: (what is the purpose of this procedure?)	



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Summary: