

Safety Policy

It is the policy of CHS GROUP LLC. to promote and give the highest priority to the safety and well being of all Consumers. All measures will be taken to ensure the safety of the individuals we serve.

Following are some examples in which CHS Group maintains safety:

- ❖ Quality Assurance Manager with Consumer participation;
- ❖ Regular evacuation drills;
- ❖ Adherence to "Right to Know" guidelines;
- ❖ Routine site inspections;
- ❖ Annual reviews of emergency procedures;
- ❖ Safety orientation;
- ❖ On-going safety training.

Safety Policies and Emergency Procedures

It will be the responsibility of the Site Manager or Quality Assurance Manager to review and document that all staff at CHS GROUP has reviewed corporate safety policies and procedures as they are revised in addition to an annual review. Safety issues will also be addressed monthly during staff meetings.

It will also be the responsibility of the Site Manager or Quality Assurance Manager to ensure new staff are trained on the safety policies and procedures in a timely manner.

Tests of Emergency Procedures

It will be the responsibility of the Site Manager to ensure all staff and consumers participate in and receive ongoing training in emergency procedures and that the company drill schedule is followed.

Each person (staff, consumers, visitors) are expected to participate in drills. Each drill will be evaluated and identify problems that incurred (e.g., poor evacuation time, lack of participation, emergency procedures not followed, etc.) and corrective action needed. The site manager will ensure that corrective action is documented on each drill log.

Fire Emergency Procedures - In the event of a fire, follow the procedures below:

- A. In the event of a fire, any staff should pull the fire alarm where applicable and alert everyone inside of the fire;
- B. Use a fire extinguisher only to *RESCUE* someone who is trapped behind a fire or to clear a path to *ESCAPE*. Fire extinguishers typically only last 8 - 10 seconds. They can suppress the flames long enough to get everyone out, but fires can and often re-ignite;
- C. Staff shall check all rooms in the facility to ensure all Consumers have exited safely and assist those that need help exiting;
- D. Staff should be sure they have the emergency bag, keys and a phone;
- E. **If time and safety permit**, staff should check the site once more to ensure all rooms have been evacuated and doors are shut properly;
- F. All persons in the facility will exit through the closest unobstructed door;
- G. Staff should ensure that the Consumers they are supervising at the time of the evacuation are taken out of the building safely;
- H. Once you are out of the building, **DO NOT RE-ENTER!**
- I. The designated staff will call the fire department (911) and give the location of fire;
- J. After exiting the building, proceed to the designated safe area;
- K. Attendance is to be taken by each staff member once Consumers and staff are assembled in the designated area;

- L. During inclement weather, staff will assist Consumers into the vans for temporary shelter;
- M. The site is not to be re-entered until the fire department authorizes such;
- N. Notify the Site Manager (if not on scene), CMH Crisis Lines (if necessary); and guardians.

INSERT COPY OF FIRE EVACUATION MAP SITE SPECIFIC PROCEDURES

Fire Facts Everyone Should Know

S M O K E is the real killer:

Smoke, not flames, is the real killer in a fire. Actually, very few persons burn to death. Toxic fumes asphyxiate most fire victims.

- ❖ Smoke is a mixture of poisonous gases. The most dangerous is carbon monoxide - the killer you cannot see, smell or taste. As little as just 1.26% in the air can knock you unconscious after 2 - 3 breaths and kill you in 2 - 3 minutes.
- ❖ Smoke that is thin and gray can be just as dangerous as smoke that is thick, dark, and soupy. Wherever there is smoke, there is potential danger - so get out, and get out **FAST!**
- ❖ Fire does not have to come into contact with an object for that object to catch on fire. All combustible material can catch on fire if the surrounding air becomes hot enough. This is why it is common in a fire for books, curtains, towels, furniture, and walls, even for different parts of the building, to suddenly explode into flames. When this happens, your chance of escape is not very good.
- ❖ When people smell smoke, they often open doors to find where it's coming from. **NEVER DO THIS!** If you do this, you may be instantly overcome by a blast of hot air and fumes. If you touch a door and it is warm, leave it closed and try to escape through the window. If you cannot escape via window, stuff a rug, sheet or other fabric around the cracks of the door. Keep low, open the window from both the top and the bottom and breathe from the bottom. Wave and yell for help. Wait to be rescued - do not jump unless there is no choice.
- ❖ Your first thought in a fire should be how to escape. It is imperative that all staff and Consumers understand this. Many people become frightened and will not make an attempt to escape.
- ❖ No matter how insignificant a fire may seem, evacuate immediately. Then call the fire department. **NEVER** go back into a building once you are safely outside.
- ❖ When calling the fire department, stay on the line until you have given all the information requested. The fire department will want to know (at least):
 - Your name
 - Company name
 - Address (number and street)
 - Cause of fire (if known)
 - Any injuries or stranded peopleAgain, do not hang up until they are finished with the information gathering.

Fire Hazards and Preventions

- ❖ Cigarettes cause over 200,000 fires each year and over 1,200 people die from those fires. You can avoid this by the use of proper ashtrays and properly disposing of butts. When emptying ashtrays, make sure that all the butts are dead.

- ❖ Electric wires can overheat at any time. This usually happens when outlets or extension cords are forced to carry too much electricity. The fire behind a wall can smolder for several hours, even days, before it will burst into flames.
- ❖ Never take out or tamper with a fuse. These are your best safeguard against electrical fires. Fuses cut off the flow of electricity when there is the threat of fire. Call an electrician if they keep blowing out.
- ❖ Never staple or nail down an extension cord. Do not run cords under rugs, over radiators, pipes, or rough edges.
- ❖ Never use frayed or spliced cords.
- ❖ Do not use too many extensions from the same outlet.
- ❖ Gasoline and cleaning fluids should be used, and stored, with extreme caution.
- ❖ Never keep or use gasoline in the site.
- ❖ Store gasoline in a specially designed container and store it in the tool shed, away from the site and garage.
- ❖ Never put gasoline in open containers or in a glass jar.
- ❖ Be sure the motor is not running when you are refueling.

Knowledge about Fires

Three (3) reasons people die in fires are:

- A. They do not get enough warning. By the time they become aware of a fire emergency, there is not enough time to get everyone out. Always have enough functioning smoke detectors to provide the warning needed so that you have ample time to evacuate everyone.
- B. Not evacuating immediately upon discovering there is a fire. Many people do other things after becoming aware of a fire. They get dressed, try to fight the fire, gather personal belongings, etc. The rule is: **IF YOU SMELL OR SEE SMOKE AND/OR FIRE OR HEAR A SMOKE ALARM GET EVERYONE OUTSIDE IMMEDIATELY!**
- C. Once evacuated, they return to the building. **ONCE EVERYONE IS OUTSIDE, STAY OUT UNTIL AUTHORIZED BY A FIRE OFFICIAL.**

Fire Extinguisher Use

A fire extinguisher is used only when it is necessary to rescue someone or to fight your way out.

- A. Hold the extinguisher firmly upright. Pull out the ring pin on the handle.
- B. Stand 6-8 feet from the fire - **NO CLOSER!**
- C. Aim the nozzle at the base of the fire and squeeze the handles.
- D. Sweep **SLOWLY** from side to side and move forward as the flames get smaller.
- E. Fire extinguishers do not last very long! Only 8 - 10 seconds.
- F. Fires can and do re-ignite! Do not assume the fire is out. Get everyone outside and call the fire department to evaluate the situation.
- G. Do **NOT** waste time trying to evacuate everyone as quickly as possible.

How to Use a Fire Extinguisher

Hold the extinguisher firmly and upright.

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Stand 6-8 feet from the fire. **NO CLOSER.**

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im the nozzle at the BASE of the fire;

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queeze the handles;

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weep slowly side to side and move forward as the flames subside.

Fire extinguishers do not last long! Get the job done and get out!

Call the fire department.

What to do if trapped

- A. Close the door to the room. Stuff bedding, clothes, towels, etc. under the door to stop smoke from entering room.
- B. Open a window for air from both top and bottom (you may have to break it).
- C. Exit through the window if possible. If not, hang something from the window.
- D. Stay close to the floor to avoid smoke.
- E. Make noise to let people outside know you are there.

Evacuation Routes and Exits

The plan for evacuation must consider the physical layout of the building and type of exterior doors. Each room must have access to primary and alternate exits.

Primary routes are paths to the nearest swinging (hinged) exterior door WITHOUT passing through firewalls, smoke barriers, sliding doors, etc.

Alternate routes are paths to other doors or windows if the primary route is blocked.

Evacuation Route Diagrams

- A. Prepare a SIMPLE diagram of each floor of the building, showing interior and exterior walls and doorways, and exterior doors (including the direction of door swing). Do NOT show furniture or appliances unless they are obstacles to evacuation.
- B. For each floor of the building, draw heavy, wide lines from each room through the closest primary exit door.
- C. Draw the alternate exit routes with thin or dashed lines. Make sure the lines are different from the primary route lines.
- D. Additional features should be added:
 - ❖ Label fire doors
 - ❖ Show location of fire extinguishers and pull stations
 - ❖ Label rooms
 - ❖ Show "You Are Here" position
 - ❖ Show tornado shelters
- E. Post the evacuation route diagrams in each room. Orient each diagram on the wall in a "You Are Here" position.
- F. Use the evacuation route diagrams in the orientation of new and relief staff.
- G. Practice using the primary routes during fire drills. Occasionally use "fake" fire to block a primary exit to teach alternate routes.

Fire Safety Program

Battery Operated Smoke Detector Test and Maintenance Log

Battery operated smoke detectors must be:

1. Tested at least once per month;
2. The batteries must be replaced at least twice per year when the time changes (NOTE: some manufacturers recommend that their detectors be checked weekly);

3. Battery operated smoke detectors should be thrown away and replaced with new ones periodically (Generally, replace every 3-5 years).
4. Document tests, dates batteries changed, and dates of replacements on monthly maintenance sheet or funder required form.

Emergency Lighting Fixture Test and Maintenance Log

Emergency lights with backup batteries must be tested and maintained on a regular schedule to insure that they will operate correctly when needed. The following procedure will be followed:

1. Once per month, hold down the test button for 30 seconds. This tests the bulbs to make sure they are not burned out.
2. Once per year, disconnect the fixture from site electricity by turning off the circuit breaker that powers the unit for a period of 1 ½ hours. This forces the battery to power the lights long enough to fully discharge the battery. Then reset the circuit breaker. This then allows the battery to fully recharge and maintain its ability to hold a full charge.
3. Document tests, disconnect date, and dates of replacement batteries on monthly maintenance sheet or funder required form.

Carbon Monoxide Detector Testing Log

If your site has a carbon monoxide detector(s)

1. Test once per month and document.
2. Replace batteries (if applicable) in accordance with manufacturer recommendations.
3. Document on monthly maintenance sheet or funder required form.

If the carbon monoxide detector sounds:

EVACUATE THE BUILDING IMMEDIATELY

- ❖ Take the emergency kit bag and cordless phone (if available). Call the utility company (and 911 if anyone is ill);
- ❖ Do not re-enter the site unless the gas company or firemen say it is safe;
- ❖ Arrange for medical examination if anyone shows symptoms of CO poisoning;
- ❖ If you are allowed to re-enter, reset or replace CO detector.

If the carbon monoxide detector sounds again within one (1) week, do not enter the site again until certified in writing that the source of the carbon monoxide has been identified and the problem corrected.

Symptoms of carbon monoxide poisoning:

Mild Exposure: Slight headache, nausea, vomiting, fatigue (flu-like symptoms);

Medium Exposure: Severe throbbing headache, drowsiness, confusion, and fast heart rate;

Extreme Exposure: Unconsciousness, convulsions, cardio-respiratory failure, and death.

Fire Extinguisher Check and Maintenance Log

Fire extinguishers must be checked once per month and professionally inspected at least annually to assure that they are in working order. The procedure is:

1. Once per month, check the gauge that should point to the green zone and initial tag;
2. Replace extinguisher or have recharged immediately if gauge is not in the green zone.
3. Once per year, the fire extinguisher must be professionally inspected and tagged.
4. Document dates of monthly checks, annual inspections, and replacement dates on monthly maintenance sheet or funder required form.

Tornado Procedures

Definitions:

***Tornado** - A column of violently rotating winds extending down from a thunderstorm-like cloud and *touching* the surface of the earth.

***Funnel Cloud** - A column of violently rotating winds extending down from a thunderstorm-like cloud but *not touching* the surface of the earth.

***Tornado Watch** - is issued whenever conditions exist for severe weather to develop. Watches are usually for areas about 2/3 the size of lower Michigan and are two to six (2-6) hours long. Watches give you time to plan and prepare. Persons in or near a watch area should place small objects inside (i.e. garbage cans, patio furniture, etc.) which could become dangerous. Make sure all staff are informed and that they know what to do if a tornado is sighted. Keep tuned to any station on the radio an/or to a local TV station to hear warnings. Keep an eye on the sky and listed for later statements and warnings.

***Tornado Warning** - Occurs when a tornado has been sighted. Take shelter immediately. This warning is issued by the National Weather Service. Warnings cover three or four (3-4) counties and are usually no longer than 1½ hours. If the severe weather is reported near you, seek shelter immediately! If not, keep a constant lookout for severe weather and stay near shelter.

NOTE: Considering the time it takes for a TV or radio station to report a sighting, be alert, as you may not have time to hear a warning before spotting one.

***In-Site Facilities**

When a tornado watch has been issued, staff will listen to the radio for further updates.

When a tornado warning is issued, notify the Manger or designee. This person will notify all staff within the building. The person in charge of the front office will collect the Emergency Fact Sheets/Medical Information release forms, emergency equipment and medications, time permitting.

ALL consumers and staff should move to the designated areas within the facility. When possible, direct consumers to sit under tables or on the floor nearest the wall. Cover consumers with blankets to protect them from flying debris.

Community Outings

In the event of a tornado warning while in a vehicle, pull the vehicle over and take cover in a basement, ditch, or ravine if possible.

4. Remain calm and use the emergency numbers as needed for further instruction. Use flashlights to assist individuals evacuating the building or to move throughout the building.
5. Unplug all equipment as necessary.

Missing Persons Procedure

In-Facility

Should a consumer be missing at any time during the day, the following procedures will begin:

1. Staff who discovered the consumer missing will report to the manager or designee.
2. Staff will immediately search the entire building and the outside parameters of the building.
3. If the consumer has not been found, the search procedure shall be repeated. Search procedures should be quick, but thorough - no more than two (2) minutes. All search staff shall meet at the reception area after the search, to report.
4. If the missing person is still not located, the police, funding source, guardian and the caregiver should be contacted.
5. When time permits an unusual incident report should be completed.

Community Outings

If a consumer becomes lost while in the community, one staff will do a quick search of the immediate area (no more than 2 minutes). In the event the individual is not found, contact the manager immediately. If another staff is available at the site, begin a systematic search of the site, making sure that all areas and rooms are checked. If the consumer cannot be located, ***NOTIFY THE PROPER AUTHORITIES IMMEDIATELY (Building Security, Police, Site Manager)***.

The site manager will contact the supports coordinator, family member/guardian, and caregiver.

Bomb Threat Procedures

Refer to the National Security Emergency Policy for how to handle bomb threats.

Hazard Communications Policy and State Laws

The following hazard communication program has been established by CHS GROUP, Inc. The program will be available for review by all employees.

1. Hazard Determination
CHS GROUP will rely on material safety data sheets (MSDS) obtained from product suppliers to meet hazard determination requirements.
2. Labeling
 - A. Designated staff will be responsible for seeing that all containers entering the workplace are properly labeled.
 - B. All labels shall be checked for:
 1. Identity of the material;
 2. Appropriate hazard warning for the material;
 3. Name and address of the responsible party.

- C. Each CHS GROUP employee shall be responsible for ensuring that all containers used in their work area are labeled with the appropriate identity and hazard warning.
3. Material Safety Data Sheets (MSDS)
- A. Designated staff will be responsible for compiling and maintaining the master MSDS file. The file will be kept in/at _____.
 - B. MSDS will be available for review to all employees during each work shift. Copies will be available upon request to all employees.
 - C. Posters located _____ identify the person responsible for maintaining MSDS and where you can find the MSDS.
4. Employee Information and Training
- A. Designated staff shall coordinate and maintain records of employee hazard communication training.
 - B. Before starting work, at the time of their initial assignment, each new employee will review MSDS and the Right to Know procedures with designated staff. The review will provide the following information:
 - 1. Chemicals in the workplace and their hazards;
 - 2. How to lessen or prevent exposure to these chemicals;
 - 3. What the Company has done to lessen or prevent employees exposure to hazardous chemicals;
 - 4. Procedure to follow if they are exposed to hazardous chemicals;
 - 5. Where to locate MSDS and who to contact to obtain copies; and
 - 6. How to read and interpret labels and MSDS.
 - C. The employee shall be informed that:
 - 1. The employer is prohibited from discharging or discriminating against an employee who exercised his/her right to obtain information regarding hazardous chemicals used in the workplace; and
 - 2. As an alternative to requesting an MSDS from the employer, the employee can seek assistance from the State Department of Consumer and Industry Services, Division of Occupational Health or the General Industry Safety Division to obtain the desired MSDS.
 - D. A training form will be initialed by the designated staff and maintained in the staff file.
 - E. Before any new hazardous chemical is introduced into the workplace, each employee who may be exposed to the substance will be given information during a general in-service period.
5. Pipes and Piping Systems
- Information on the hazardous contents of pipes and piping systems will be identified by label.
6. Hazardous Chemical Inventory
- A list of hazardous chemicals used by CHS GROUP staff at this location is attached to this document. Further information regarding any of these chemicals can be obtained by reviewing its respective MSDS. Materials which can be purchased by the ordinary household consumer, and which are used in the same fashion and amount as by the ordinary household consumer, are not required to be included in this list.

Smoking

1. Facilities

All CHS GROUP sites are non-smoking. Smoking should be in designated areas outside the facility.

The policy created will apply to all staff, consumers and visitors, and will be strictly enforced.

2. Company Vehicles

Smoking is strictly prohibited in any CHS GROUP vehicle.

3. Community

Staff and consumers will adhere to the rules of the business they are visiting. Again, staffs who smoke are asked to be respectful and not smoke around those who are bothered by smoke.

Lifting

All staff are required to be in-serviced by a qualified professional before lifting/transferring consumers and using back belts or mechanical equipment.

Use of adaptive devices (i.e. a Trixie lift) is necessary when transferring consumers who are unable to bear weight and assist the transfer. If a lift device is not available, two (2) people must perform the lift together.

Back belts are available to staff upon request. Back belt training is required prior to use.

Safe Lifting Procedures

Follow these steps when lifting:

- ❖ Facing the load, position your feet about shoulder width apart with one foot placed slightly ahead of the other.
- ❖ Bend your knees and squat, keeping your back straight. (Since leg muscles are stronger than back muscles, it is better to bend and push from the knees than from the waist).
- ❖ Get a firm grip on the load, using your hands - not just your fingertips.
- ❖ Lift steadily straight up, slowly, avoiding jerking motions.
- ❖ Keep the load close to your body.
- ❖ Keep your back straight while carrying the load. Avoid twisting the body while carrying a heavy load.
- ❖ Setting the load down is as important as picking it up. Using the leg and back muscles, comfortably lower the load by bending the knees.
- ❖ Always make sure the load is balanced and even.
- ❖ Never lift or carry a load above your head or on the side of your body.
- ❖ Get help when necessary. ***DON'T STRAIN!***

Accident Investigation

An accident is defined as an unplanned, undesired event that results in personal injury or illness, property damage or both.

Every vehicle accident (no matter how minor) and every accident requiring medical attention for staff and/or consumers must be investigated to determine what happened, how and why. Additionally, methods should be discussed to prevent the same event from reoccurrence.

The purpose of investigating accidents is to produce information that can be used to prevent the same accident from happening again.

Immediately after an accident or near accident occurs:

1. Implement first aid, evacuate if necessary, and secure area;
2. Notify proper authorities and the supervisor;
3. Complete necessary forms (i.e. police report, accident investigation, incident report, employer's report of injury, etc.).

An accident report should be completed as soon as possible after the accident. All witnesses should be interviewed. Take pictures if appropriate.

Weather Guidelines

A. Cold Weather

CHS GROUP is concerned for the safety and welfare of persons served. Therefore, the below guidelines will be followed during severe cold weather for community outings.

Whenever the wind chill index (refer to the attached) is cold or below, CHS GROUP reserves the right to refuse community outings to anyone who is not dressed appropriately for the weather conditions and/or the outing. Make sure heavy coats, gloves/mittens, hats, scarves and boots are used when necessary.

Whenever the wind chill index is bitter cold or lower, programming may be cancelled for those who are medically fragile as identified by their person-centered team, guardian, and /or nurse or physician.

Whenever the wind chill index reaches extreme cold, CHS GROUP reserves the right to cancel programming for the day.

CHS GROUP staff will be responsible for warming up vehicles before transporting consumers, and ensuring they are properly dressed prior to leaving sites. Extra blankets will be maintained in company vehicles in the event of an emergency or breakdown.

Winter weather conditions can become severe and dangerous very quickly. High wind chills, heavy snowfall, freezing rain, blizzards and bitterly cold temperatures all pose a hazard to those venturing outside or traveling. This information was designed to inform consumers of the signs and symptoms of over exposure to the cold weather and cold related disorders. This pamphlet will also assist in identifying necessary precautions to take when faced with the winter weather.

NATIONAL WEATHER SERVICE NEW WIND CHILL INDEX

Weather officials have instituted a new wind chill temperature index for the 2000 – 2001 winter season.

Minutes until frost bite occurs:

■ 30 ■ 10 ■ 5

		Temperature (°F)															
		Calm	40	35	30	25	20	15	10	5	0	-5	-10	-15	-20	-25	-30
Wind Speed	5	36	31	25	19	13	7	1	-5	-11	-16	-22	-28	-34	-40	-46	
	10	34	27	21	15	9	3	-4	-10	-16	-22	-28	-35	-41	-47	-53	
	15	32	25	19	13	6	0	-7	-13	-19	-26	-32	-39	-45	-51	-58	
	20	30	24	17	11	4	-2	-9	-15	-22	-29	-35	-42	-48	-55	-61	
	25	29	23	16	9	3	-4	-11	-17	-24	-31	-37	-44	-51	-58	-64	
	30	28	22	15	8	1	-5	-12	-19	-26	-33	-39	-46	-53	-60	-67	
	35	28	21	14	7	0	-7	-14	-21	-27	-34	-41	-48	-55	-62	-69	
	40	27	20	13	6	-1	-8	-15	-22	-29	-36	-43	-50	-57	-64	-71	
	45	26	19	12	5	-2	-9	-16	-23	-30	-37	-44	-51	-58	-65	-72	
	50	26	19	12	4	-3	-10	-17	-24	-31	-38	-45	-52	-60	-67	-74	
	55	25	18	11	4	-3	-11	-18	-25	-32	-39	-46	-54	-61	-68	-75	
	60	25	17	10	3	-4	-11	-19	-26	-33	-40	-48	-55	-62	-69	-76	

The wind chill is a formula that estimates how cold it feels based on the combination of temperature and wind. It was developed in a yearlong effort by scientists and wind chill experts from the academic community and the U.S. and Canadian governments. It was tested using human volunteers, at the wind tunnel and climatic chamber of the Defense and Civil Institute of Environmental Medicine in Toronto, Canada. Essentially, the wind chill calculates how rapidly the body will cool to the air temperature. It affects people and animals. Regardless of the index, the body will not cool below the air temperature.

- Dress consumers appropriately for the weather conditions.
- Limit outdoor activities to only those who are properly dressed. Limit the time spent outdoors. Remember, cold related illnesses can occur under the right conditions at higher air temperatures (50°F+!).
- Only in extreme emergency situations should consumers be outside or transported when weather conditions reach the medium and dark shaded areas.
- No outdoor outings should occur when weather conditions are in any of the shaded areas. If transporting consumers to an indoor activity, be sure to dress them appropriately in layers, with no exposed flesh. Hats, mittens/gloves, scarves, winter jackets, thermal socks and boots are a must for all consumers. Warm the vehicle(s) prior to loading consumers.
- Be sure before transporting, the vehicle(s) has appropriate winter safety equipment, including blankets, snow scraper, shovel, kitty litter or sand, reflectors or safety sticks, flashlight and batteries, cell phone or change to make an emergency call, jumper cables, and first aid supplies.
- Know the signs and symptoms of hypothermia and frostbite. Know first aid procedures for both. Monitor everyone in the group closely. Respond immediately if anyone, staff or consumer, shows signs associated to any cold weather illness.

B. Hot Weather Precautions

The combination of air temperature and humidity is called the apparent temperature. A person’s comfort level is better measured by using the apparent temperature than using just temperature or humidity. See chart below.

1. Community Outings

If the apparent temperature reaches extreme heat, CHS GROUP reserves the right to find alternate indoor, air-conditioned sites in lieu of scheduled outdoor activities. Decisions will be made based on the individual consumers and the nature of the activity. If programming continues outdoors, staff will assist consumers with sunscreen, encourage shaded areas, and provide plenty of water. Staff will monitor for signs of heat stroke or illness and implement first aid procedures if necessary. At any time staff feel any one individual is exhibiting symptoms of being over-heated, outdoor programming will be suspended, and an air-conditioned site located immediately. (See attached hot weather guidelines).

If the outside air temperatures exceed 90°F or the apparent temperature of 96°, all scheduled outdoor activities will be suspended, and alternate air conditioned indoor activities chosen.

		AIR TEMPERATURE							
		70	75	80	85	90	95	100	105
RELATIVE HUMIDITY	0	64	69	73	78	83	87	91	95
	10	65	70	75	80	85	90	95	100
	20	66	72	77	82	87	93	99	105
	30	67	73	78	84	90	96	104	119
	40	68	74	79	86	93	101	110	123
	50	69	75	81	88	96	107	120	135
	60	70	76	82	90	100	114	132	149
	70	70	77	85	93	106	124	144	
	80	71	78	86	97	113	136		
	90	71	79	88	102	122			
	100	72	80	91	103				

Medical Emergency Information

A. In the event of a medical emergency, the following procedure will be implemented.

1. If first aid is needed for example, to stop bleeding, begin CPR, etc, this will be administered by qualified staff only.
2. Staff will immediately inform the Site Manager, Case Manager and EMS.
3. If the consumer is transported to the hospital, a CHS GROUP staff will attend. The staff must bring the consumer’s Emergency Fact Sheet, Recipient Release form, Recipient medical report, and any other data that is pertinent. Staff will remain at the hospital until the Site Manager arrives or is instructed by Site Manager to leave.
4. An incident report and an accident report (if necessary) will be completed.
5. Seizure reports need to be written as well if a seizure has occurred. Please make a copy for the Site Manager and case manager. Document vital signs on the seizure report as well.

In the event that an unauthorized or potentially dangerous substance is ingested, or suspected to be part of the problem, Poison Control will be called immediately and recommendations will

be followed. Be sure to check Material Safety Data Sheets as well for emergency first aid procedures.

B. First Aid

Under NO circumstances shall any CHS GROUP staff give a consumer any medication other than the authorized medications prescribed. This includes aspirin.

Should a consumer cut, burn or otherwise injure themselves, CHS GROUP staff will follow SMO orders.

AN INCIDENT REPORT MUST BE COMPLETED ON ANY INJURY NOTED AND/OR TREATED.

C. Accidental Death Procedure

The following steps MUST be followed in the event of an accidental death:

1. Call 9-1-1;
2. Notify the Site Manager;
3. Notify the funding source;
4. Notify all responsible agencies as soon as possible;
5. Complete an incident report and include time of death, individuals present, suspected cause (if known), current medications and persons notified.
6. Site Manager is responsible for notification to the family and guardian.

D. Work Place Controls

1. Cleaning up a spill:
 - a. Put on gloves;
 - b. Prepare bleach solution daily (dilution ratio 1 part bleach: 10 parts water);
 - c. Placing a paper towel on the spill;
 - d. Spray towel with bleach solution. Don't put any pressure on it;
 - e. Allow blood to absorb into the towel;
 - f. Repeat procedure as necessary;
 - g. When only a residue remains, spray the area with the solution and wipe it up.
 - h. Allow to air dry;
 - i. Remove gloves and dispose of them and all toweling in a double bag and place in regular trash; and
 - j. Wash your hands.

Any materials that could break through plastic (i.e. broken glass) should be swept up into your facilities sharps container. Please see designated staff as to the location in your facility.

2. Cleaning/Dressing a Wound:
 - a. Put on gloves;
 - b. Follow proper First Aid procedures. Ensure that all actively bleeding sites are covered with a clean bandage/dressing;
 - c. Remove gloves & dispose of them and all other soiled toweling, bandages, etc. in a double bag and place in regular trash; and
 - d. Wash your hands.

3. **Handling Soiled Laundry:**
Always use gloves when handling dirty laundry. Contaminated laundry should be removed as close to where the incident occurred as possible to reduce the risk of further exposure. Place the items in a bag and seal. Take to the laundry facilities and wash immediately. Use bleach or non-chlorine bleach. *REMEMBER:* handle contaminated clothes as little as possible. Avoid contact with clothes being worn.

Violence in the Workplace Policy

It is the responsibility of all employees to report threats, acts of aggression, or racial slurs, physical gestures or acts of violence in the workplace.

Threats, acts of aggression, racial slurs, physical gestures and violence in the workplace will not be tolerated. Such actions may result in disciplinary actions up to and including dismissal. Prosecution may result if Federal, State or Local laws are violated.

Crisis Response: In the Presence of Threats or Violence:

1. Get Help

- In a life-threatening situation (call the police)
- All other situations (call for site manager or other management staff.)

2. Contain the Situation

- Direct the adversaries to leave the scene of a confrontation, if it can be safely done.
- If the threatening or aggressive person does not agree to leave, do not try to physically force the person to leave.
- Make every effort to **Get others out of the workplace.**

4. If a Weapon is introduced – Active Shooter

- Have an escape route and plan in mind
- Never attempt to disarm or accept a weapon from the person in question.
- If possible alert others in the facility
- Make every effort to leave the facility through an exit not seen by the person with the weapon and call 911
- If you can't get out - Lock yourself into a room, hide and call 911

Post Crisis Procedure

The site manager or designee will oversee the following:

1. Provide medical treatment or first aid to those needing it.
2. Assist in calming down all staff, consumers and visitors.
3. Contact CHS GROUP President and inform him of the incident.
4. Fill out an incident report.
5. If the police are involved; provide all facts, details and the names of witnesses to police.
6. Secure the building to prevent further outside disruption.
7. Follow CHS GROUP media procedures.
8. If an employee is suspended or dismissed; retrieve keys to any CHS GROUP buildings, notify those monitoring entrances that the employee is not authorized to return until further notice.

Police: 911
Joe Bates, President 1-313-300-8162
NATIONAL SECURITY EMERGENCIES

National security emergencies include threats posed by hostile governments or extremist groups including acts of terrorism and acts of war.

The following is general information summarized from the www.fema.gov/areyouready/ website.

TERRORISM

Terrorism is defined by FEMA as the use of force or violence against persons or property in violation of criminal laws of the United States for purposes of intimidation, coercion or ransom. Terrorists often use threats to create fear among the public, to convince citizens their government is powerless to prevent terrorism, and to get immediate publicity for their causes.

Acts of terrorism range from threats of terrorism, assassinations, kidnappings, hijackings, bomb scares and bombings, cyber attacks, to the use of chemical, biological and nuclear weapons.

High-risk targets include military and other government facilities, international airports, large cities, and high-profile landmarks. Terrorists might also target large public gatherings, water and food supplies, utilities, and corporate centers. Further, they may send explosive, chemical and/or biological agents through the mail.

In the immediate area of a terrorist attack, you should rely on the police, fire or other officials for instructions. However, you can take measures to prepare for such emergencies.

Preparing for Terrorism

1. Always be aware of your surroundings. In most acts of terror, there is little to no advanced warning.
2. Take precautions when traveling. Be aware of conspicuous or unusual behavior. Do not accept packages from strangers and do not leave luggage unattended. Promptly report unusual behavior, suspicious packages or strange devices to police or security personnel.
3. Move or leave if you feel uncomfortable or if something does not seem right.
4. Be cognizant of where exits, fire extinguishers and stairwells are located in public buildings. Have a mental plan of how to get out of the building in the event of an emergency.
5. Maintain an emergency supply kit readily accessible. (See attached recommendations)

Homeland Security Advisory System – Assessing the Level of Threat

The Homeland Security Advisory System was designed to provide a comprehensive means to disseminate information regarding the risk of terrorist acts to federal, state, and local authorities and to the American people. This system provides warnings in the form of a set of graduated “Threat Conditions” that increase as the risk of threat increases. At each threat condition, federal departments and agencies would implement a corresponding set of “Protective Measures” to further reduce vulnerability or increase response capability during a period of heightened alert. Threat conditions are assigned by the Attorney General in consultation with the Assistant to the President for Homeland Security. Threat conditions may be assigned for the entire nation, or they may be set for a particular geographic area or industrial sector, and are assessed at regular intervals to determine whether adjustments are warranted.

Low Condition (Green) – This condition is declared when there is a low risk of terrorist attacks.

Guarded Condition (Blue) – This condition is declared when there is a general risk of terrorist attacks.

Elevated Condition (Yellow) – This condition is declared when there is a significant risk of terrorist attacks.

High Condition (Orange) – This condition is declared when there is a high risk of terrorist attacks.

Severe Condition (Red) – This reflects a severe risk of terrorist attacks. Under most circumstances, the protective measures for Severe Condition are not intended to be sustained for substantial periods of time.

Under the first three conditions the general public can assemble emergency kits and develop and review emergency plans and communication plans in the event of an attack.

Under high conditions, the public can review their preparedness measures, including evacuation and sheltering, for potential terrorist actions, including chemical, biological, and radiological attacks; avoid high profile or symbolic locations; and exercise caution when traveling.

During severe conditions, the public is advised to avoid public gathering places such as sports arenas, holiday gatherings, or other high risk locations; follow official instructions about restrictions to normal activities; contact employers to determine status of work; listen to the radio or television for possible advisories or warnings; and prepare to take protective actions such as sheltering-in-place or evacuation if instructed to do so by public officials.

CYBER ATTACKS

Cyber attacks target computer or telecommunication networks of critical infrastructure such as power systems, traffic control systems, or financial systems. Cyber attacks information technologies (IT) in three different ways. One is “hacking” which is a direct attack against the information system “through the wires” alone. Second, the attack can be a physical assault against a critical IT element. Third, the attack can be from the result of compromising a trusted party with access to the system.

1. Staff using company computers will backup all consumer and pertinent company electronic files either on disk or with hard copy. Backup files will not be located near the computer.
2. Staff will ensure the service site is prepared to do without services one normally depends on that could be cut off such as electricity, telephone, natural gas, gasoline pumps, cash registers, ATM machines and Internet transactions.
3. In the event of a power outage, staff will follow the worksite’s power outage procedures. All sites should have a backup plan in place in the event of an extended outage included in their power outage emergency plan.
4. Staff will listen for and respond to official instructions if a cyber attack triggers other hazards, for example general evacuation, evacuation to shelter, or shelter-in-place, because of hazardous materials releases, nuclear power plant incident, dam or flood control system failures.

BOMB THREATS

Phone Call:

1. Staff receiving the phone call should get as much information from the caller as possible. Staff should keep the caller on the phone as long as possible and record everything that is said. Staff should listen for background noises and record those as well.
2. Staff will ensure all consumer and visitors evacuate the premises as quickly and quietly as possible.
 - a. Do not activate the fire alarm – any loud noise could detonate the bomb.

- b. Do not use a cell phone in the immediate area – this may cause the bomb to detonate.
 - c. Stand away from windows, glass doors, or other potentially hazardous areas.
 - d. Do not block sidewalk or streets to be used by emergency officials or others evacuating.
3. Notify the police and their immediate supervisor as soon as possible. In the event his/her supervisor is not available, staff should follow the corporate chain of command to notify upper management.

Suspicious Parcels and Letters That May Contain Explosives:

1. Do not allow anyone to touch suspicious packages.
2. Ensure staff, consumers and visitors clear the area around suspicious packages and notify the police.
3. Evacuate the building if necessary as above.

Characteristics of Suspicious Parcels:

- Unexpected or from someone unfamiliar
- No return address
- Marked with restrictive endorsements, such as, “Personal,” “Confidential,” or “Do not X-Ray”
- Protruding wires or aluminum foil, strange odors or stains
- City or state in postmark that does not match return address
- Unusual weight for size, or lopsided or oddly shaped
- Marked with threatening language
- Inappropriate or unusual labeling
- Excessive postage or excessive packaging material
- Misspellings of common words
- Addressed to someone no longer with your organizations or otherwise outdated
- Incorrect titles or title without a name
- Not addressed to a specific person
- Handwritten or poorly typed addresses

Suspicious Parcels Or Letters That May Contain Possible Biological Or Chemical Agents:

1. No one should eat or drink in areas that mail is handled
2. Place suspicious envelopes or packages in a plastic bag or container to prevent leakage of contents. Never sniff or smell suspect mail.
3. If a container is not available, staff should cover the envelope or package with anything available (e.g., clothing, paper, trash can, etc.) and not remove the cover.
4. Leave the room and close the door, or section off the area to prevent others from entering.
5. Wash your hands with soap and water.
6. Report the incident to your supervisor.
7. Notify authorities immediately.

Building Explosion

In the event of a building explosion:

1. Evacuate as quickly as possible. Do not stop to retrieve personal belongings or make phone calls.
2. Call 9-1-1.
3. Administer first aid as needed.
4. Notify supervisor as soon as safely possible.

Falling Debris:

- If things are falling around you, take cover under a sturdy table or desk until they stop falling.
- Then leave quickly, watching for weakened floors and stairs and debris as you exit.

If You Are Trapped In Debris:

- Do not light a match.
- Do not move about or kick up the dust.

- Cover your mouth with a handkerchief or clothing.
- Rhythmically tap on a pipe or wall so that rescuers can hear where you are. Use a whistle if one is available. Shout only as a last resort when you hear sounds and think someone may hear you – shouting can cause a person to inhale dangerous amounts of dust.

If There Is A Fire:

- If there is a fire, stay low to the floor and exit as quickly as possible.
- Cover your nose and mouth with a wet cloth if possible.
- Use the back of your hand to test doors for heat before opening. (Never the palm as burning those areas could impair your ability to escape – i.e. ladders, crawling, etc.)
 - If the door is NOT hot, open slowly and ensure your escape route is not blocked. If blocked, shut the door immediately and use an alternative route, such as a window. If clear, leave through the door.
 - If the door is hot, do not open it. Escape through an alternative route.
- Stay below the smoke – be prepared to crawl if necessary. Smoke and heat rise, so the air is clearer and cooler near the floor.
- If you are trapped, hang a white or light colored sheet or other object out the window to alert fire fighters to your presence.

CHEMICAL AND BIOLOGICAL WEAPON ATTACK

In the event of a chemical or biological weapon attack near you, authorities will instruct you on the best course of action. This may be to evacuate the area immediately, to seek shelter at a designated location, or to take immediate shelter where you are and seal the premises.

Chemical

Chemical warfare agents are poisonous vapors, aerosols, liquids or solids that have toxic effects on people, animals or plants. They can be released by bombs; sprayed from aircraft, boats, or vehicles; or used as a liquid to create a hazard to people and the environment. Some may be odorless and tasteless. They can have an immediate effect (few seconds or minutes) or a delayed effect (several hours to days). While potentially lethal, chemical agents are difficult to deliver in lethal concentrations and are also difficult to produce.

Biological

Biological agents are bacteria, viruses or toxins that can kill or incapacitate people, livestock and crops. Most biological agents are difficult to grow and maintain. Many break down quickly when exposed to sunlight and other environmental factors, while others such as anthrax spores are very long lived. They can be dispersed by spraying them in the air, or infecting animals which carry the disease to humans as well through food and water contamination.

How to Prepare For A Chemical Or Biological Attack

1. Site managers will maintain a disaster supply kit (see attached list of recommended items)
2. All service sites will have a designated shelter. It should be an internal room where you can block out air that may contain hazardous chemical or biological agents. FEMA recommends 10 square feet of floor space per person to provide sufficient air to prevent carbon dioxide build-up for up to five hours.

The designated shelter for this service site is:_____.

In The Event of A Chemical Or Biological Attack

1. Staff will listen to the radio for instructions from authorities such as whether to remain inside or to evacuate.
2. If instructed to remain in the home, the building where you are, or other shelter during the attack:
 - a. Turn off all ventilation, including furnaces, air conditioners, vents and fans.

- b. Move consumers and any visitors to the designated internal room.
 - c. One staff will ensure the emergency kit is in the shelter.
 - d. Seal the room with duct tape and plastic sheeting.
 - e. Remain in protected areas where toxic vapors are reduced or eliminated.
3. If in the community, follow the instructions given by on-site security. If in an unprotected area, staff should:
 - a. Attempt to get consumers up-wind of the contaminated area.
 - b. Attempt to find shelter as quickly as possible.
 - c. Listen to your radio if possible for official instructions.
 4. If instructed to evacuate, staff will use company or personal vehicles to transport consumers to the site designated by authorities.
 5. Staff is to remain with consumers in the designated area until an all clear is given by authorities.
 6. In any of the above situations, notify your supervisor or other company administrative contact as soon as possible as to your location, persons served and other staff who are with you, and an assessment of the situation. Emergency contacts are listed in all service sites, in emergency kits, and in all company vehicles.

After A Chemical Attack

Immediate symptoms of exposure to chemical agents may include blurred vision, eye irritation, difficulty breathing and nausea. A person affected by a chemical or biological agent requires immediate attention by professional medical personnel.

If medical help is not immediately available, decontaminate yourself and assist in decontaminating others. Decontamination is needed within minutes of exposure to minimize health consequences.

1. Use extreme caution when helping others who have been exposed to chemical agents.
2. Remove all clothing and other items in contact with the body.
 - a. Cut off clothing normally removed over the head to avoid contact with eyes, nose, mouth.
 - b. Put into plastic bag or sealed container if possible.
 - c. Wash hands with soap before removing eyeglasses or contact lenses. Put in pan of household bleach to decontaminate.
3. Flush eyes with lots of water.
4. Gently wash face and hair with soap and water; then thoroughly rinse with water.
5. Decontaminate other body areas likely to have been contaminated. Blot (do not swab or scrape) with a cloth in soaked in soapy water. Rinse with clear water.
6. Change into uncontaminated clothes. Clothing stored in drawers or closets is likely to be uncontaminated.
7. Proceed to medical facility for screening.

After A Biological Attack

In many biological attacks, people will not know they have been exposed to an agent. In such situations, the first evidence of an attack may be when you notice symptoms of the disease caused by an agent exposure, and you should seek immediate medical attention for treatment.

In some situations, the public may be alerted to a potential exposure. If this is the case, pay attention to official instructions via radio, television, and emergency alert systems and follow accordingly.

If your skin or clothing comes in contact with a visible, potentially infectious substance, decontaminate as above and seek medical assistance.

For additional information, contact the Centers for Disease Control and Prevention, www.bt.cdc.gov.

NUCLEAR AND RADIOLOGICAL ATTACK

There is no way of knowing how much warning time there would be before an attack by a terrorist using a nuclear or radiological weapon. A surprise attack remains possible.

If there were threat of an attack from a hostile nation, people living near potential targets could be advised to evacuate. Protection from radioactive fallout would require taking shelter in an underground area, or in the middle of a large building.

In general, potential targets include:

- Strategic missile sites and military bases
- Centers of government such as Washington, D. C., and state capitals
- Important transportation and communication centers
- Manufacturing, industrial, technology and financial centers
- Petroleum refineries, electrical power plants and chemical plants
- Major ports and airfields

Taking shelter during a nuclear attack is absolutely necessary. There are two kinds of shelters – blast and fallout.

Blast shelters offer some protection against blast pressure, initial radiation, heat and fire, but even a blast shelter could not withstand a direct hit from a nuclear detonation.

Fallout shelters do not need to be specially constructed for that purpose. They can be any protected space, provided that the walls and roof are thick and dense enough to absorb the radiation given off by fallout particles. Three protective factors of a fallout shelter are shielding, distance, and time.

Shielding: the heavier and dense material, thick walls, concrete, bricks, books, earth etc. – between you and the fallout, the better.

Distance: the more distance between you and the fallout particles, the better. An underground area, such as a basement, offers more protection than the first floor. Flat roofs collect fallout particles so the top floor is not a good choice, nor is a floor adjacent to a neighboring flat roof.

Time: Fallout radiation loses its intensity fairly rapidly. In time, you will be able to leave the fallout shelter. Radioactive fallout poses the greatest threat during the first two weeks, by which time it has declined to about 1% of its initial radiation level.

Any protection, however temporary, is better than none at all.

Preparing For A Nuclear Or Radiological Attack

1. Site managers will ensure an emergency kit is maintained. (See attached list)
2. Site managers will ensure staff are aware of what buildings in their respective communities may have been designated as fallout shelters. (Contact your local emergency management office.)

The designated emergency shelter for this site is: (include name, address, and directions):

3. Attach your community's evacuation plans if available. Review with staff.
4. Notify parents/relatives/guardians of your emergency shelter location so that in the event of an attack, they know where to begin looking for their family member.

During A Nuclear Or Radiological Attack

1. Do not look at the flash or fireball – it can blind you.
2. If you hear an attack warning:
 - a. Staff and consumers should take cover as quickly as you can, BELOW GROUND IF POSSIBLE, and stay there unless instructed to do otherwise.
 - b. If caught outside and unable to get inside immediately, take cover behind anything that might offer protection. Lie flat on the ground and cover your head.
 - c. If the explosion is some distance away, it could take 30 seconds or more for the blast wave to hit.
3. Staff and consumers should protect themselves from radioactive fallout. If you are close enough to see the flash of a nuclear explosion, the fallout will arrive in about 20 minutes. Take shelter, even if you are many miles from ground zero – radioactive fallout can be carried by wind for hundreds of miles. Remember *shielding, distance* and *time*.
4. Listen to the radio for official information. Follow the instructions given.
5. Staff and consumers should remain in the shelter until an all clear is given.
6. Notify supervisor or CEO as soon as possible as to whereabouts and health of staff and consumers. Also, notify parents/family members/guardians as soon as possible.

After A Nuclear Or Radiological Attack

In a public or home shelter:

1. Do not leave the shelter until officials say it is safe. Follow their instructions when leaving.
2. If in a fallout shelter, stay in your shelter until local authorities tell you it is permissible or advisable to leave. The length of your stay can range from a day or two to four weeks, depending on the type and size of device used; weather and atmospheric conditions; proximity to explosion, etc.
3. Although it may be difficult, every effort should be made to maintain sanitary conditions in the shelter.
4. Use water and food supplies prudently, but do not severely ration to impose great health risks.

Upon Return From Shelter

1. Continue listening to the radio for news about what to do, where to go, and places to avoid. Follow instructions accordingly.
2. Before entering the home/building, check first for signs of collapse or damage, such as:
 - Toppling chimneys, falling bricks, collapsing walls, plaster falling from ceilings
 - Fallen light fixtures, pictures and mirrors
 - Broken glass from windows
 - Overturned bookcases, wall units or other fixtures
 - Fires
 - Ruptured gas and electric lines
3. Immediately clean up spilled medications, drugs, flammable liquids, and other potentially hazardous materials.
4. If you turned gas, water or electricity off at the main valves and switch before going to the shelter:
 - a. Do not turn the gas back on – notify the gas company for assistance/instructions.
 - b. Turn the water back on ONLY AFTER you know the water system is working and the water is not contaminated.
 - c. Turn the electricity back on ONLY AFTER you know the wiring is undamaged and the community electrical system is functioning.
 - d. Check to see that sewage lines are intact before using sanitary facilities.
5. Stay away and keep consumers from damaged areas, and areas marked “radiation hazard” or “HAZMAT.”

