

Safety Drills

Drills are required on a routine basis in any enclosed area where CHS provides service with the exception of a client's personal home. However, staff should prompt and educate clients on the importance of completing drills so they are prepared in the event of an emergency.

Required: CHS offices, day program buildings, CHS vehicles, licensed group homes

Not required: In a client's home (CLS), employment sites.

As in all evacuation plans, everyone (includes ALL staff present, clients and visitors) must participate in the drill when the alarm is set off. Every effort should be made to use an alarm that most closely sounds like the alarm the client would hear if there truly was an emergency. *A successful drill occurs when all participants meet calmly/safely at the destination within 2 minutes or less.*

If someone refuses to participate in a drill, DO NOT FORCES THEM OR SPEND MORE THAN 1 VERBAL PROMPT to get them to the destination. Leave them alone, ensure they are safe and document on an Incident Report. The Team must be alerted to this concern.

DAY PROGRAM SITES/OFFICES: Management will facilitate the drill.

CLS SITES: Direct caregivers will facilitate the drill, only during times staff are scheduled and only if the client agrees to participate.

All complete drills should be tuned in and stored at your local office

FIRE DRILL– unannounced & quarterly for each shift

- Drills are run 1x per quarter if program operates only during a single shift (day program)
- If the site has 24 hour staffing, all 3 shifts will be required to participate in a drill every quarter. If staffing is less, drills will reflect accordingly (CLS)
- The clients should have prior knowledge (be educated) on the process and designated area.
- Drills should be unannounced to clients to allow the designee to observe & evaluate the performance of each participant.
- All participants should calmly make their way to the destination site. The destination for This site is _____.
- Staff should then complete a head count to ensure everyone is accounted for.
- Once all participants are accounted for, the all clear should be issued and everyone can return to the building.
- An emergency drill log should be filled out and turn into your local office.

TORNADO DRILL – 3x between April and August

Tornado Watch-*Tornados are likely to occur. Be ready. Programming should NOT stop, staff & clients should return to their main office immediately (or stay where they are if they are in a building) until all hazardous weather threats are over.*

Tornado Warning-*A tornado has been sighted. Take immediate shelter.*

- Bring cell phones or radios if possible get under a stairwell or seek a small interior room away from windows or a hallway on the lowest floor possible
- Stay away from doors, windows, and outside walls. You should cover yourself with some sort of thick padding (blankets, pillows etc.) to protect against falling debris.
- Stay in the center of the room, and avoid corners because they attract debris
- Rooms constructed with reinforced concrete, brick or block with no windows and a heavy concrete floor or roof system overhead

- *Avoid* auditoriums, cafeterias and gymnasiums that have flat, wide-span roofs.
- Staff should complete a head count to ensure everyone is accounted for and then wait for sirens or other notification indicating the threat is over.

If you are outside:

- Bring cell phones or radios if possible and seek shelter in a basement or a sturdy building. Stay away from windows and doors.
- If no building is available, crouch for protection next to a strong structure or lie down in a ditch or a low-lying area. Cover your head and neck with your arms or a jacket.

If you are in a vehicle:

- DO NOT ATTEMPT TO OUT RUN A TORNADO- If you can safely drive away from the tornado, do so.
- If you can safely enter a building go inside. If no building is available, you can pull over stop the car (but leave it running so the air bags work), and crouch down below the windows. The air bags and frame of the car will offer some amount of protection, but not absolute safety. A long-standing safety rule has been to get out of the car and into a ditch. If you do that, get away from the vehicle. Being below the prevailing ground level may shield you from some of the flying debris.
- Use your cell phone or vehicle radio to indicate when hazardous weather threats are over.
- Under a highway overpasses is not recommended as a safe place to stop; the wind in this area can accelerate.

VEHICLE EVACUATION DRILL –quarterly

Whenever there is evidence that using a vehicle is dangerous, CHS management should be notified immediately and another vehicle should be used. Some examples of a dangerous vehicle prior to driving: flat tire, strong smell of gas, broken windows, damaged safety belts or other safety equipment, doors that won't shut completely, etc. report at once.

If a dangerous vehicle situation presents itself while clients & staff are in the vehicle (i.e.: the engine starts smoking or steaming, a fire breaks out, loud/unexplained engines noises, etc.), staff & clients will need to exit immediately.

- The driver will need to pull over as quickly & safely as possible
- The driver should exit the vehicle and immediately assist clients who need to exit from the back of the vehicle. If there are none, then they should assist the other clients by establishing a safe destination (at least 25 feet of vehicle), providing verbal/possible physical support to establish a calm scene and observe/be ready to deal with problems.
- The passenger staff should exit and immediately assist client who need to exit from the side of the vehicle. Assist with getting seatbelts off and prompting people to exit the vans in a calm manner. They should join everyone when the last person is out of the vehicle.
- Personal effects such as purses, coats, lunchboxes, etc. should be left in the van if they are challenging to reach or remove. Except...staff should have a cell phone to call for assistance.
- CHS requires staff to do one vehicle drill every quarter, filling out the emergency drill log (form), notifying your manager.

In the event of an actual vehicle safety incident, staff must complete Incident Reports on each client and give them to their supervisor by the end of the day.