

**Arizona Department of Health Services
Division of Behavioral Health Services
PROVIDER MANUAL
Pascua Yaqui Centered Spirit Program**

10C.3 Workplace Emergency Procedures

I. STATEMENT OF PURPOSE:

To establish clear guidelines for clients, staff and visitors in the event of an emergency, such as a fire, power outage, natural disaster, medical emergency, or other threat to workplace safety.

II. STANDARDS:

- A. CSP maintains an environment in compliance with the National Fire Protection Association, Inc. (NFPA) Life Safety Code.
- B. In the event of a fire emergency, CSP will treat all such emergencies as potentially serious. All fires will be investigated by the local fire department, even those fires that are extinguished with fire extinguishers. Written Incident Reports of all fire emergencies will be reviewed by the Safety Officer.

III. PROCEDURES:

- A. Environment and Equipment
 - 1. Emergency exit floor plans are posted at strategic sites throughout the CSP clinics and waiting rooms.
 - 2. Lighted Exit signs are fixed at each entrance.
 - 3. Fire extinguisher are located in accessible areas throughout the building and in the kitchen area. PASS signs (Pull the pin, Aim the hose at the base of the fire, Sweep the hose along the base of the fire while Spraying the hose along the base of the fire) will be posted immediately adjacent to each fire extinguisher.
 - 4. Smoke detectors are installed in all facilities and NO SMOKING signs are clearly posted, in addition to securing all fire extinguishers and monitoring them to ensure they are charged.
- B. Fire Prevention And Preparedness
 - 1. The Safety Officer, or designee, will conduct, at a minimum, yearly training for all staff on fire prevention and preparedness.
 - 2. Staff will remain aware of, and report immediately, any potential hazards such as poor electrical connections, improper storage and use of

flammable chemicals, cigarette smoking and items blocking pathways inside the facility.

3. Staff will immediately report potential hazards to the Safety Officer or designee.
4. The CSP facility is a non-smoking/smoke free environment. Staff, members and visitors will smoke only in designated areas outside the facility.

C. Fire Department Inspections

1. All CSP facilities will be inspected yearly by the local (i.e., PYTFD) fire department.
2. Fire inspections will be scheduled by the Safety Officer.
3. All deficiencies noted by the fire department will be corrected in accordance with state and federal guidelines for fire safety. The Safety Officer or designee will be responsible for ensuring that all deficiencies are corrected in a timely manner and for maintaining records.
4. The Fire Inspection Reports will be maintained by the Safety Officer. A copy of the Reports will be forwarded to the CPSA Credentialing and Licensing Specialist for inclusion in the annual OBHL licensure renewal application.

D. Fire Emergency Procedure

1. A "fire emergency" is defined as "any fire or potential fire" within the facility. At a minimum, the presence of smoke will be treated as a fire emergency.
2. If fire is suspected or discovered, the Safety Officer, or designees, (known as the charge staff in this policy) on premises will be in charge of the fire emergency response procedures.
3. All staff will cooperate with the staff in charge.
4. In case of fire ALARM: The first staff to become aware of a fire emergency will pull the fire alarm located near each entrance and exit door and call 911.
5. In addition, the receptionist will page all offices announcing in a calm voice, "All personnel and visitors please leave the building immediately using the nearest exit. Assemble in the parking lot for further instructions."
6. Upon hearing the fire alarm and announcement, staff will initiate the fire evacuation process immediately, directing all staff and visitors to proceed directly to a safe area outside and away from the facility. If safety permits, the charge staff, or designees, will instruct staff to check room-to-room to ensure the vacancy of the facility. Due to the lack of overhead paging in the following rooms, staff will be specifically instructed to check the restrooms, conference rooms and the kitchen.

7. If the fire is small and localized and safety permits, the staff will attempt to extinguish it using fire extinguishers located throughout the facility. Evacuation is to proceed even when attempts to extinguish a fire are being made. The fire department will be informed of fires, even if extinguished by staff.
8. Staff will close doors as rooms are evacuated to slow the spread of fire.
9. Staff, members and visitors will assemble outside the facility in the parking lot as designated on the evacuation diagram. The charge staff will maintain assembled persons and either inform them when the fire department has reported the facility safe for return or announce staff dismissal at the direction of an Executive Management Team member.
10. The charge staff will meet fire personnel in front of the facility and describe the location and type of fire to the fire personnel (e.g., electrical fire in the kitchen, northeast corner of second level in back).
11. The charge staff will notify the Centered Spirit Director and the Director of Health Programs of the fire emergency as soon as possible.
12. If clients are present at the time of a fire, an Incident Report will be completed.

E. Flood Emergency:

1. If a flood is anticipated, employees will be instructed to unplug all equipment and to store it as high off of the ground as possible. Employees and clients may be evacuated to safe settings in the area, and will be asked to follow the instructions of Emergency services Personnel.

F. Power Failures:

1. Electric outages should be reported to Pascua Yaqui Facilities Management as appropriate. These are most likely during periods of heavy rain between July and October. Should outages severely limit ability to work, for example, because of lack of heat or air conditioning, employees may be asked to move to other work areas or leave for the day.
2. In the event of a severe storm, computers should be turned off.
3. Power outage drills are conducted at least annually. During these drills all staff exit their offices and assemble in a pre-arranged location.
4. All staff members have flashlights in their offices to provide necessary light in a power outage.
5. Batteries are tested twice yearly and replaced as necessary by the Safety Officers.

G. Evacuees:

1. When necessary, clients and their families shall be instructed to evacuate and transport themselves to safety. In the event that evacuation and transportation is needed, the EMS system is notified to provide safe transportation to such sites as local hospitals or associated clinics.

H. Destruction of the Facility

- I. In the event the facility is destroyed or rendered unsafe for occupancy, alternate worksites will be designated by the Tribal Government to facilitate provision of essential services and referral and coordination with alternate agencies.

J. Monitoring and Documentation

1. Drills

- a) Fire safety drills are conducted quarterly.
- b) Drills of the other emergency plans and evacuations are conducted annually and are conducted at all sites owned, rented, or leased by the CSP.
- c) Persons served are included in all drills should they occur during times they are served.

2. Safety equipment and all other equipment for emergency use such as smoke detectors, and flashlights are monitored and kept in good working condition by the Safety Officer. If a fire extinguisher is activated for any purpose, the Safety Officer will notify the fire extinguisher dealer that day and will request a refill or replacement.

3. The Safety Officer keeps records of when to conduct all types of safety drills.

4. The Safety Officers conduct a quarterly documented inspection of all posted signs and safety equipment

- K. A written analysis of the tests of emergency plans and evacuations is prepared.