



Creative Empowerment Opportunities

"Empowering People for Success"



I. Policy: Emergency Safety Plan

II. **Purpose:** To create and maintain a work environment that is safe, even in the event of emergency or disaster. This plan covers the following emergency and safety situations.

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 - KK. Public Health Crisis
 - LL. Air Quality Index
 - MM. Miscellaneous
- Attachments:
Program Closure/no transporting protocol
Emergency Phone Numbers



III. Procedure:

A. General:

1. It is the responsibility for all employees of Creative Empowerment Opportunities (hereinafter referred to as CEO) to follow all safety policies and procedures. Any emergency that occurs at any time or place should be documented and reported as required, before the end of the employees shift.
2. Each Empowerment Center shall designate a Safety Coordinator who shall be responsible for performing activities associated with emergency evacuations, sheltering in place and maintenance of safety items in the center.
3. Employees should be alert and aware of potential accidents at all times. Employees should report any areas that may pose a potentially unsafe working environment.
4. A First Aid Kit will be maintained in each center. This kit contains the following:

Sterile Gauze Pads	Gauze Rolls	Chemical Cold Pack
Eye Patch(s)	Alcohol Prep Pads	Antiseptic Towelettes
Antibacterial Ointment	Adhesive bandages (3/4"x3")	Adhesive bandages (3/8"x 1 1/4")
Latex gloves	Bio-hazard bags	Triangular bandages
Tweezers	Cotton tip applicators	

5. Infection Control Kits will be maintained in each center and vehicle. These kits contain the following:

Latex Gloves	Protective Goggles	Apron/Gown
One-Way Air Mask	Bio-hazard bags	CPR/First Aid Skill Cards
Current Emergency Safety Plan (Policy #1102)	Infection Control Plan	

6. Each vehicle has a Vehicle Emergency Kit secured in a fixed position for safety. These kits contain the following:

First Aid Kit	Ponchos	Infection Control Kit
One-Way Air Mask	Flares/triangles	Flashlight(s) w/batteries
Spill Kits	Hand sanitizer	Emergency blanket
Jumper Cables	Fire Extinguisher (mounted in the van).	

7. Vitals Kits will be maintained in each center and vehicle. The Vitals Kit will have the normal vital sign range for adults listed on the front of the kit for quick reference. These kits contain the following:

Manual blood pressure cuff	Digital blood pressure cuff
Manual thermometer	Digital thermometer
Pulse/oxygen meter	Thermometer probe covers
Stethoscope	

8. It is the responsibility of all employees to maintain CPR and First Aid cards, and for those who are certified in CPR and First Aid to provide such care if necessary. Universal Precautions, CPR and First Aid training are provided upon hire and annually.
9. Emergency telephone numbers, including but not limited to 911 and Poison Control, shall be visibly posted on all phones at the Administrative Offices and at buildings/service sites.
10. Always call 9-1-1 in the event of a serious emergency.
11. An Incident Report must be written for any unusual incident that involves Persons Served.
12. The Incident Report will be processed by the Program Supervisor or Designee, who sends the report to the appropriate parties, including the Supports Coordinator or Case Manager and Office of Recipient Rights per policy #605.

13. All drills and attendance records will be maintained in the Community Empowerment Center’s Safety Manual. In the event of evacuation of the building the attendance record must be taken along with the Emergency Disaster Kit/Manual by the site designee. The site designee will document the amount of time it took to complete the drill.
14. A Safety Inspection, Sanitation and Infection Control Inspection as well as the Emergency Plan Performance Report will be completed by the on-site Safety Coordinator monthly.
15. Actual emergency or disaster-related events will be documented on a monthly basis and submitted for the quarterly risk management report at the Board of Directors meetings.
16. Community Empowerment Centers will be monitored annually for quality and safety by the following agencies: Funding Agency, local Fire Department, and Office of Recipient Rights.
17. All buildings are equipped with an Emergency Disaster Kit/Manual which has items that are useful in the event of an emergency. The Emergency Disaster kit will contain the following items:

First Aid Kit	Water	Foam Cups
Straws	Food/snacks	Flashlight(s) w/batteries
Spill Kits	Hand sanitizer	Emergency blanket
Infection Control Kit	Lighter	Cell Phone Charger
Hand Sanitizer	Communication Cards	Ponchos
Multi-Purpose Tarp	Duct Tape	Tool Kit
Whistle	Seat belt extender	Seat belt lock
Paper/Pen or Pencils	Sharpie Marker	Work Gloves
Radio w/Batteries	Alarm Device	

Each Emergency Disaster Kit will have an Emergency Disaster Kit Manual. This manual will contain the following information:

Community Empowerment Center Floor Plan	Persons Served emergency phone contacts
Local maps of the shelter in place location, police station and local hospital.	Emergency Safety Plan (policy #1102)
CPR/FIRST Aid Skill Cards	Authorization(s) to Secure Medical Treatment
Need to Know Sheets	Transportation Profiles
Communication Aids	Infection Control Plan
Emergency Funds (gift card)	

B. Emergency Codes:

1. In the event of an emergency the codes below are to be utilized to alert other’s in the building of the emergency. You will use the following sentence “call the 9-line and use the *(insert appropriate color code here)* button” If you hear this sentence, be aware that there is an emergency and please begin proper steps/procedures immediately.

CODE	EMERGENCY
RED	FIRE
BLUE	MEDICAL EMERGENCY
ORANGE	WORKPLACE VIOLENCE/UNWANTED VISITOR
GREEN	EVACUATION
BLACK	BOMB THREAT
BROWN	ENVIRONMENTAL EMERGENCY (FLOOD, GAS LEAK, TORNADO, POWER OUTAGE, ETC.)
GREY	SHELTER IN PLACE
YELLOW	MISSING PERSON
TEAM	NEED ASSISTANCE WITH AN ACTING OUT PERSON SERVED

C. Emergency Evacuation:

1. Evacuation Procedures shall be developed for each service site. They shall contain, at a minimum:
The location of each office or area in relationship to the nearest building EXIT;
2. All evacuation routes, along with a notice of the assembly point for occupants outside of the building in the event of evacuation;
3. The name and location of a building which can provide temporary shelter for staff, Persons Served, and visitors during an extended or inclement evacuation as directed by the Executive Director or designee;
4. Identification of essential services and continuation of essential services to Persons Served in the event of evacuation;
5. Plans for assisting persons served with disabilities in exiting the building;
6. Instructions for responding to auditory warning devices;
7. All buildings/service sites shall have either a manual warning device or automatic means for alerting employees and Persons Served.
8. Disaster evacuation drills shall be conducted at each site monthly.
9. All persons present in the building/service site at the time of a disaster evacuation drill shall participate in the drill.
10. If any CEO center has to be evacuated for any reason (fire, bomb threat, building problem, etc.)
The following shelters will be utilized:

Community Empowerment Center	Walking Location	Driving Location
CEO ANCHORVILLE	Anchorville Post Office 9828 Dixie Hwy, Anchorville, MI 48004	CEO Clinton Twp. 34820 Harper Ave. Clinton Twp. MI 48035
CEO CLINTON TWP.	Shook Rd. Maintenance Facility 24230 Shook Rd., Clinton Twp., MI 48035	CEO Mt. Clemens 308 N. Gratiot, Mt. Clemens, MI 48043
CEO MT. CLEMENS	Leslie Tire 296 N. Gratiot Ave. Mt Clemens, MI 48043	CEO Clinton Twp. 34820 Harper Ave. Clinton Twp. MI 48035
CEO PONTIAC	St. Damien of Molokai Parish 120 Lewis St., Pontiac, MI 48342	Easter Seals MORC 2399 E Walton Blvd, Auburn Hills, MI 48326
CEO WASHINGTON	Krambrook Child Care Center 59025 Van Dyke Rd, Washington, MI 48094	CEO Pontiac 345 Edison St., Pontiac, MI 48342
CEO WESTLAND	6611 Venoy, Westland, MI 48185	Community Living Services 35425 Michigan Avenue, W. Wayne, MI 48184

11. After an emergency evacuation, operations may resume only if the local emergency response authority has deemed it safe to do so.

D. Safety Drills:

1. All Person’s Served and employees will be trained in the procedures for the following emergency scenarios: Fire, Tornado, Bomb Threat, Power Outage, Choking Drill and Unwanted

Visitor/Workplace Violence. Drills will be done monthly in each Community Empowerment Center for each type of emergency.

2. An assessment of emergency response performance during the emergency drills will be recorded on an Emergency Plan Performance Report. This report will be completed and maintained at each Community Empowerment Center on a monthly basis.
3. All emergency drills should be conducted when a majority of/all of the persons served are present.
4. During a drill, no physical guidance should be used for anyone unwilling to participate. In an actual emergency, the least restrictive physical guidance will be used to keep everyone safe.
5. Employees should remain calm during evacuation. There should be no shoving or pushing.
6. During the evacuations of the building the evacuation coordinator or designee will take with him/her the Emergency Disaster Kit/Manual, van keys, the visitor log and attendance log or equivalent.
7. Once at the designated meeting point, the Safety Coordinator will take attendance to ensure all employees and persons served as well as visitors have been safely evacuated.
8. The number of persons present should be noted at all times using periodic head counts (no less than a total of 4 performed per hour).
9. All Persons Served and employees should be re-counted upon re-entrance to the Community Empowerment Center once “all clear” has been declared. The time it took to announce “all clear” will be documented.

E. Fire/Explosion:

1. Call 911 in the event of a fire emergency.
2. One employee shall be the designated leader, to bring out the Emergency Disaster Kit/Manual, attendance log and to talk with emergency personnel.
3. All fire extinguishers, aisle ways, hallways, and exits should be free from any barriers on a regular basis to ensure safety in the event of an emergency.
4. All buildings are equipped with fire extinguishers. Employees should use them only to preserve life. If a person catches fire, he/she should “stop, drop and roll.”
5. If a Person Served or employee smells smoke or sees flames, the employee should immediately sound the closest fire detector or yell “fire”. All Persons Served and employees MUST exit at the sound of the fire alarm or detector. There are NO false alarms.
6. Employees should remain calm during evacuation. There should be no shoving or pushing.
7. All Persons Served should exit the center through the nearest exit. See evacuation routes. Employees should guide Persons Served to the next closest exit if any exit is blocked by flames.
8. All rooms/restrooms should be checked and closed before employees exit the Community Empowerment Center.
9. During the evacuations of the building the Safety Coordinator or designee will take with him/her the Emergency Disaster Kit/Manual, van keys, the visitor log and attendance log or equivalent.
10. Once at the designated meeting point, the Safety Coordinator will take attendance to ensure all employees and persons served as well as visitors have been safely evacuated.
11. The number of persons present should be noted at all times using periodic head counts (no less than a total of 4 performed per hour).
12. Material articles should be left behind. If time allows, doors should be closed when exiting. DO NOT RE-ENTER THE BUILDING!
13. All Persons Served and employees should be re-counted upon re-entrance to the Community Empowerment Center once “all clear” has been declared. The time it took to announce “all clear” will be documented.

14. Reentry of the premises shall not occur until the situation is declared under control by the Fire Department, or other emergency authority, and reentry is deemed safe. Staff shall remain at the assembly area until directed to re-enter or to leave by the Fire Department, other emergency authority or the Supervisor, Program Manager, or Executive Director.
15. An Incident Report must be written for any unusual incident such as a fire emergency.
16. The Incident Report will be processed by the Program Supervisor or Designee, who sends the report to the appropriate parties, including the Supports Coordinator or Case Manager and Office of Recipient Rights per policy #605.
17. A copy of the Emergency Plan Report and Incident Report(s) will be submitted to the Risk Management Team for risk assessment

Center	Gathering Location
CEO ANCHORVILLE	Flagpole-SE Corner of Yard
CEO CLINTON TWP.	E. End of Building on Grass or W. End of building on Grass
CEO MT. CLEMENS	Southeast Corner of Parking Lot, or 50 yds. North on Gratiot Sidewalk
CEO PONTIAC	Grassy boulevard area along Edison across parking lot
CEO WASHINGTON	Far South West Corner of Parking Lot
CEO WESTLAND	South side of the garage.

F. Gas Leak:

1. If gas is smelled at the building /service site, the following procedures shall be followed:
2. Employees will notify the Program Supervisor, Program Manager or designee who shall notify the utility provider. The Program Supervisor, Program Manager or shall notify the Executive Director of the situation.
3. Do not turn any electrical appliances on or off.
4. Open all doors (and windows, if possible).
5. DO NOT use lighters, matches, candles, etc.
6. The Program Supervisor, Program Manager or shall provide further instructions regarding whether persons served and staff should report to an alternate worksite, vacate the Community Empowerment Center/service site, or remain at the site pending investigation of the gas leak.
7. Employees should remain calm during evacuation. There should be no shoving or pushing.
8. Employees should remain calm during evacuation. There should be no shoving or pushing.
9. All Persons Served should exit the center through the nearest exit. See evacuation routes. Employees should guide Persons Served to the next closest exit if any exit is blocked by flames.
10. All rooms/restrooms should be checked and closed before employees exit the Community Empowerment Center.
11. During the evacuations of the building the Safety Coordinator or designee will take with him/her the Emergency Disaster Kit/Manual, van keys, the visitor log and attendance log or equivalent.
12. Once at the designated meeting point, the Safety Coordinator will take attendance to ensure all employees and persons served as well as visitors have been safely evacuated.
13. The number of persons present should be noted at all times using periodic head counts (no less than a total of 4 performed per hour).
14. Material articles should be left behind. If time allows, doors should be closed when exiting. **DO NOT RE-ENTER THE BUILDING!**
15. All Persons Served and employees should be re-counted upon re-entrance to the Community Empowerment Center once “all clear” has been declared. The time it took to announce “all clear” will be documented.
16. Reentry of the premises shall not occur until the situation is declared under control by the Fire Department, or other emergency authority, and reentry is deemed safe. Staff shall remain at the assembly area until directed to re-enter or to leave by the emergency authority, Program Supervisor, Program Manager, or Executive Director.

17. If the service site must be closed, CEO staff shall ensure that Persons Served are escorted to the Shelter in Place location until transportation home is arranged.
18. When possible, persons expecting to come to the Community Empowerment Center/service site shall be informed of the closing by phone, including the reason for the closing.

G. Tornado or Severe Weather:

1. When severe weather occurs or a tornado watch is issued by the U.S. Weather Bureau, employees should keep the weather band radio or equivalent tuned to WJR 760 AM.
2. If a tornado warning is issued, all employees should be notified, and instructed to go to the designated tornado area. The Emergency Disaster Kit/Manual will be obtained by the Safety Coordinator or designee and brought to the designated tornado shelter.
3. All employees and Persons Served should remain calm, and follow directions. Everyone should take cover by sitting down and covering their heads to the best of their ability. Coats or blankets may be used to protect against flying debris. Employees should direct and assist Persons Served as necessary.
4. Windows and doors should be closed and no one should go near them.
5. Employees should take cover until the warning is no longer in effect and the ALL CLEAR has been sounded by the National Weather Bureau.
6. When there is lightning present during a storm the Safety Coordinator, Program Manager or Supervisor shall advise all persons in the program to remain within the building, stay away from doors, windows, heat vents, sinks, pipes and any objects that might conduct electricity.
7. During the storm/lightning period, at least one telephone line shall remain free from use for incoming communications.
8. In the event lightning strikes the program building resulting in a fire, the procedures provided under “FIRE” shall be implemented.
9. If a person is struck by lightning, staff shall immediately call 911 and provide First Aid (If it is safe) until such time as emergency medical support arrives. Staff shall adhere to Infection Control/Universal Precautions in providing assistance, as identified in applicable provisions of the “Infection Control Plan” located in the Infection Control Manual.
10. An Incident Report must be written for any unusual incident such as an actual tornado encounter.
11. The Incident Report will be processed by the Program Supervisor or Designee, who sends the report to the appropriate parties, including the Supports Coordinator or Case Manager and Office of Recipient Rights per policy #605.
12. A copy of the Emergency Plan Report and Incident Report(s) will be submitted to the Risk Management Team for risk assessment

Community Empowerment Center	Location of Tornado & Emergency Disaster Kit/Manual	Designated Tornado Area
CEO ANCHORVILLE	Next to Manager’s Office Door	Restrooms
CEO CLINTON TWP.	Main office E. end of building	Upper Level-Restrooms, Lower Level-Lunch Room and/or restrooms
CEO MT. CLEMENS	Rear Entry	Conference Room
CEO PONTIAC	Front Office	Upper Level-Restrooms, Lower Level-Classroom #4 and/or restrooms
CEO WASHINGTON	Front Office	Kitchen area
CEO WESTLAND	Front Entry	Middle Hallway/ two restrooms
IF OUTDOORS	Van	Refer to Community Information Profile
GREATER COMMUNITY OR SUPPORTED EMPLOYMENT SITE	Van	Refer to Community Information Profile

H. Power Outage/ Power Failure:

Before the program has opened for the day:

1. The first person to arrive at the Community Empowerment Center will notify the Program Manager or Program Supervisor that the power is out. The Program Manager/Supervisor will then notify the Executive Director, and the appropriate funding agency of any closures that occur. The backup telephone should be used if the telephone system is not working.
2. Depending on which center has lost power, the following steps will be taken:

Community Empowerment Center	Action
CEO ANCHORVILLE	Persons Served with community jobs or who participate in community experience/volunteer sites will receive direct transportation to and from the job. Alternate transportation will be made if necessary. Homes will be notified of the change.
CEO CLINTON TWP.	Persons Served with community jobs or who participate in greater community activities and/or volunteer sites will receive direct transportation to and from the location. CEO Mt. Clemens will be used as a staging area. Alternate transportation will be made if necessary. Homes will be notified of the change.
CEO MT. CLEMENS	Persons Served with community jobs or who participate in greater community activities and/or volunteer sites will receive direct transportation to and from the location. Homes will be notified of the change. Services will be provided in classrooms where natural lighting is available.
CEO PONTIAC	Persons Served with community jobs or who participate in greater community activities and/or volunteer sites will receive direct transportation to and from the location. Homes will be notified of the change. Services will be provided in classrooms where natural lighting is available.
CEO WASHINGTON	Persons Served with community jobs or who participate in greater community activities and/or volunteer sites will receive direct transportation to and from the location. Homes will be notified of the change. Services will be provided in classrooms where natural lighting is available.
CEO WESTLAND	Persons Served with community jobs or who participate in greater community activities and/or volunteer sites will receive direct transportation to and from the location. Alternate transportation will be made if necessary. Homes will be notified of the change.

During program activities:

If the power/utility failure takes place suddenly during the work day:

1. All Persons Served will be instructed to remain seated and calm. Management or designee will hand out flashlights as available to employees.
2. The supervisor or designee will check circuit breakers and restore power, if possible. If restoration of electrical power is not possible, staff shall turn off and disconnect the computer power strip from the wall, unplug electrical equipment.
3. DO NOT USE CANDLES under any circumstances and DO NOT use a stove/oven to heat the area.
4. Using flashlights, staff will check the bathrooms and escort Persons Served from the bathroom to a safe area to sit down. If possible, staff will move Persons Served to areas of natural light:

Community Empowerment Center	Area of Natural Light
CEO ANCHORVILLE	Classroom
CEO CLINTON TWP.	All classrooms have natural lighting
CEO MT. CLEMENS	All classrooms have natural lighting
CEO PONTIAC	Classrooms #1, #2, #3 and lunch area.
CEO WASHINGTON	All classrooms have natural lighting
CEO WESTLAND	All classrooms have natural lighting

5. On a regular basis, mgmt. will maintain working EXIT signs and emergency lighting.
6. If the service site must be closed, Management will ensure that Persons Served have modes of transportation to go home.
7. When possible, persons expecting to come to the building/service site shall be informed of the closing by phone, including the reason for the closing.
8. If the power outage lasts for more than one day, any refrigerated medications will no longer be effective/good. Designee should notify the home of the spoiled medication to arrange for new medications.
9. The designee should then discard of any refrigerated medication per medication training protocol.
10. An Emergency Plan Performance Report-Power Outage will be completed by the Safety Coordinator. A copy will be submitted to the Risk Management Team for risk assessment.

I. Bomb Threat:

1. Any suspicious package, mail, person(s)/activities, or suspected bomb in a Community Empowerment Center or the parking lot shall be reported to CEO management immediately. No persons in the presence of the suspicious item will not touch/tamper with it and will immediately vacate the area around it, while keeping other persons away to preserve evidence for a subsequent police investigation.
2. In the event that any CEO Community Empowerment Center receives a bomb threat, all Persons Served and employees will immediately be advised to stay where they are and to reduce excess noise/activity in order to be more alert of their surroundings. All Persons Served and employees should remain calm and not panic.
3. Until the threat is determined to be credible it should remain confidential while keeping others safe but to not falsely cause undue alarm to anyone.
4. The employee who received the bomb threat either in person, by phone, or by mail will contact 9-1-1. The employee will provide the police with details of the threat; include time, location of the center, and a phone number where he/she can be reached during an investigation.
5. No digital devices including cell phones, two way radios, portable radios, etc. should be utilized during a bomb threat as this may cause detonation of the bomb. The call should not be discussed with any other persons except for management and emergency personnel unless otherwise authorized.
6. After notification to the proper authorities has been made, an organized “visual” search should be conducted to search for any items/areas that are out of place, out of the ordinary or missing, etc. Each Assistant Program Manager will perform a visual sweep on their assigned service area. The remainder of the Community Empowerment Center will be searched by the Program Supervisor/Manager or designee. No physical contact should be made with objects during the search; it should be a visual search ONLY. Detonation of bomb devices is sometimes dependent on changes in temperature, lighting, etc. It is important that personnel do not do anything to change their environment while performing their sweep.
7. Since the law enforcement will be interested in talking firsthand with the person receiving the call this person should remain available until law enforcement personnel are on the scene. The employee will provide the police with details of the threat; including time, location of the Community Empowerment Center, and a phone number where he/she can be reached during an investigation. A Bomb Threat Checklist should be completed by the person receiving the threat.
8. If a device is found, the location should be noted and reported immediately to the Program Manager/designee who will immediately inform the authorities. Do no attempt to cover the object. The danger area should then be identified and blocked off with a clear zone of at least 300 feet, including areas below and above the object. The call to evacuate will then be made.

9. Re-entry into the Community Empowerment Center will then not be permitted until the device has been removed/disarmed and the Community Empowerment Center has been declared safe for re-entry.
10. After the Program Manager or designee has assessed the threat and no objects have been found, they will then call for an evacuation or for people to stay in place until further assessment of the threat can be made.
11. An evacuation will be signaled through a calm voice command by the Program Manager/Supervisor or designee.
12. In the event of an evacuation, it should be conducted calmly and in an organized fashion. The Safety Coordinator or designee should obtain the Emergency Disaster Kit/Manual, van keys, visitor log and attendance log or equivalent.
13. All personnel should be instructed to leave windows and doors open upon exiting the Community Empowerment Center as safely able, to minimize explosion.
14. During the evacuations of the building the Safety Coordinator or designee will take with him/her the Emergency Disaster Kit/Manual, van keys, the visitor log and attendance log or equivalent.
15. Once at the designated meeting point, the Safety Coordinator will take attendance to ensure all employees and persons served as well as visitors have been safely evacuated.
16. The number of persons present should be noted at all times using periodic head counts (no less than a total of 4 performed per hour).
17. Material articles should be left behind. If time allows, doors should be closed when exiting. **DO NOT RE-ENTER THE BUILDING!**
18. All Persons Served and employees should be re-counted upon re-entrance to the Community Empowerment Center once "all clear" has been declared. The time it took to announce "all clear" will be documented.
19. Reentry of the premises shall not occur until the situation is declared under control by the pertinent emergency authority, and reentry is deemed safe. Staff shall remain at the assembly area until directed to re-enter or to leave by the emergency authority, Program Supervisor, Program Manager, or Executive Director.
20. If the service site must be closed, CEO staff shall ensure that Persons Served are escorted to the Shelter in Place location until transportation home is arranged.
21. When possible, persons expecting to come to the Community Empowerment Center/service site shall be informed of the closing by phone, including the reason for the closing.
18. An Incident Report must be written for any unusual incident such as a bomb threat.
19. The Incident Report will be processed by the Program Supervisor or Designee, who sends the report to the appropriate parties, including the Supports Coordinator or Case Manager and Office of Recipient Rights per policy #605.
20. An Emergency Plan Performance Report-Bomb Threat shall be completed by the Safety Coordinator.
21. A copy of the Emergency Plan Report and Incident Report(s) will be submitted to the Risk Management Team for risk assessment.

J. Emergency Situation at Supported Employment Sites or Greater Community Sites:

1. Direct Supports Professionals should obtain the Community Information Profile before attending a greater community site or prior to providing job coaching at a supported employment site.
2. Once at the greater community/employment site, the DSP(s) should review with person(s) served the Community Information Profile which contains the locations' evacuation routes, emergency procedures, First Aid kit location, emergency phone location, etc.
3. Persons Served working in the community or utilizing community Community Empowerment Centers should follow emergency procedures as outlined at each individual site, which Direct Supports Professionals will relay to them.

4. If any Persons Served or employee is injured during the emergency, First Aid will be provided and 9-1-1 will be contacted if necessary.
5. If a persons served experiences an acting out event while in the greater community/at a supported employment site, Direct Supports Professionals should redirect the person served to a safe area free from harm to self or others.
6. The person's served IPOS should be followed as well as the Behavior Treatment Plan if available.
7. As soon as the acting out person served is calm enough to transport, he/she should be transported back to the Community Empowerment Center or home. If the acting out incident occurs while on the road, the driver should pull over until it is safe to resume transportation.
8. The immediate Supervisor/Manager should be notified of all emergency situations in the greater community.
9. The acting out incident should be documented on the Persons Served Behavior Chart and on an Incident Report.
10. The Incident Report will be processed by the Program Supervisor or Designee, who sends the report to the appropriate parties, including the Supports Coordinator or Case Manager and Office of Recipient Rights per policy #605.

K. Water Main Break:

1. In the event of a water main break resulting in unavailability of running water, potable water, flushing toilets, etc. early dismissal will be necessary.
2. CEO personnel will notify via phone home caregivers/guardians to pick up persons served.
3. The affected Community Empowerment Centers will remain closed until necessary water access is available.

L. National Disaster Emergency:

1. If a national emergency is declared, employees will listen to the local radio station and follow the direction of the governmental agency, while maintaining a safe and calm environment. A national disaster will be defined as any disaster that is caused by man or nature that disrupts the normal flow of the daily operation. Examples of national disasters would be, but are not limited to earthquakes, bombings, terrorist attacks, flooding, tornadoes, etc.
2. If evacuation of the Community Empowerment Center is requested/required, employees will calmly direct Persons Served towards the destination, whether walking, driving, or to the shelter in place location. Management will bring the Emergency Disaster Kit/Manual, van keys, the visitor log and attendance log or equivalent for attendance purposes once at the designated meeting point.
3. Upon relocation to the shelter area, a head count should be taken, and employees should attempt to keep Persons Served calm, engaging them in conversation or activities.
4. Once an "all clear" signal has been given, home notification and transport should begin.
5. If a national emergency occurs before the work day has begun effected Community Empowerment Centers will be closed until the emergency has been resolved, at which time, normal operations will resume.

M. Shelter in Place:

The definition of shelter in place is to find a safe location indoors in the case of an emergency and stay there until you are given the "all clear." Traditionally, a shelter in place order is employed by local governments during an emergency, chemical threat (gas spill, etc.), mass shooting, natural disaster, etc. In the event a "Shelter in Place" order is received, Creative Empowerment Opportunities personnel will employ the following steps:

1. Close and lock all exterior windows and doors. Close the window shades, blinds or curtains.

2. Inform all visitors, and ask them to stay. Authorities want everyone to stay where they are and not be traveling around when they initiate this action.
3. Obtain the Attendance Log, Visitor's Log and daily agenda to account for all persons on the premises of the Community Empowerment Center.
4. The Safety Coordinator, Program Manager/Supervisor or designee shall contact the local police department/authorities.
5. Turn off all fans, air conditioners, furnaces, etc. Anything that could draw air in from outside.
6. The Safety Coordinator or designee will obtain the Emergency Disaster kit for ease of access.
7. The Safety Coordinator, Program Manager/Supervisor or designee will initiate evacuation within the Community Empowerment Center to an interior room without windows that is above ground. Don't select a mechanical room with blowers, pipe, or mechanical equipment, they are hard to seal and can be dangerous. Some chemicals are heavier than air, and may seep into areas that are below ground, even if the windows are closed.
8. Avoid overcrowding by selecting several rooms if necessary.
9. It is ideal to have a land line telephone (found in the Emergency Disaster Kit/Manual) in the room you select. Cellphones may be overwhelmed or damaged in an emergency.
10. Try to seal any cracks around the door or vents in the room.
11. The Safety Coordinator, Program Manager/Supervisor or designee shall contact designated emergency contact(s) for persons served and provide a report of the situation.
12. Keep listening to the TV or radio for updated information.
13. If you are in a vehicle:
 - a. If close to CEO Community Empowerment Center or public building, go there immediately and go inside. Follow the shelter-in place procedures for the facility you are at, as described above.
 - b. If you are unable to get to a building safely and quickly, pull over and stop in the safest place possible. Under an overpass or bridge is OK for this situation.
 - c. Turn off the engine and close all windows and vents, seal if possible.
 - d. Stay where you are until you are told it is OK to get back on the road. Be aware that some roads may be closed or detoured.
14. If you leave the building during a shelter-in-place order, you will not be permitted to re-enter.

N. Essential Services:

1. Personal evacuation assistance needs/directions are documented on the individualized Need to Know record as well as the Need to Know card for persons served. Evacuation assistance is also indicated on the persons serve ID card.
2. Considerations for specific disabilities. See considerations include:
 - Low vision or blindness
 - Deaf or hard of hearing
 - Crutches, canes, or walkers
 - Wheelchairs (non-ambulatory)
3. Persons Served with unobservable disabilities may or may not self-identify before an emergency. These persons may need additional help during emergency situations. Such disabilities may include:
 - A learning disability
 - Arthritis
 - Asthma
 - Cardiac condition
 - Chronic back problems
 - Psychological disability

3. Do the following when assisting a persons served with low vision or blindness during an evacuation:
 - a. Tell the person the nature of the emergency and offer your arm for guidance. This is the preferred method when acting as a "sighted guide."
 - b. Give verbal instructions to advise about the safest route or direction, using estimated distances and directional terms.
 - c. As you walk, tell the person where you are and where obstacles are located.
 - d. When you reach safety, orient the person to their surroundings and ask if they need further assistance.
 - e. Some people who are deaf or hard of hearing may not perceive the audible fire alarm during an emergency. Use an alternative warning system, such as:
 - f. Write a note to tell the person of the situation, the nearest evacuation route, and where to meet outside. (Sample script: "FIRE! Go out the rear door on your right. NOW. Meet outside on the front lawn.")
 - g. Turn the light switch on and off to gain their attention, and then indicate through gestures or in writing what is happening and what to do. Do not use the light switch technique if you smell natural gas in the area.
 - h. Give visual instructions to advise about the safest route or direction by pointing toward exits or evacuation maps.
 - i. Assist mobility-restricted people to an area of refuge or out of the building.
- Follow these recommendations when planning for and assisting people who use wheelchairs:
- j. Do not lift a person served in a wheelchair. There is too much risk involved for both the lay rescuer and the non-ambulatory person (back injury, loss of control of the wheelchair and person in it, tripping, falling).

Note: Wheelchairs have many movable or weak parts that are not constructed to withstand the stress of lifting (e.g., the seat bar, foot plates, wheels, movable arm rests, etc.).

O. Extreme Temperatures:

Hot Weather:

1. When the heat index reaches 90 degrees or higher, no Persons Served will work or attend an outing outdoors for more than 15 minutes at a time.
2. If the air conditioning in any Community Empowerment Center breaks down and the heat index is over 90 degrees, Persons Served will be offered water and fans will be utilized until transportation to the home can be arranged.
3. Employees will be observant when the weather is hot to ensure the safety of Persons Served.
4. In the event that the Person Served requires medical treatment for a heat related condition it will be immediately provided.
5. In the event that a Person Served experiences heat exhaustion or stroke, immediately call 9-1-1.
6. An Incident Report will be written for any heat related emergencies.
7. The Incident Report will be processed by the Program Supervisor or Designee, who sends the report to the appropriate parties, including the Supports Coordinator or Case Manager and Office of Recipient Rights per policy #605.

Cold Weather:

1. If the heat in any Community Empowerment Center breaks down and the building temperature is 45 degrees or less in-door, Persons Served will be offered blankets and any other available provisions for warmth until transportation to the home can be arranged.
2. When the wind chill reaches 10 degrees below 0 or lower, no Persons Served will work or attend an outing outdoors.

3. When the wind chill reaches 20 degrees below 0 or lower, CEO will not transport Persons Served who has circulatory problems and the Program Supervisor/Manager or designee will ensure that responsible parties of all affected Persons Served are contacted.
4. An Incident Report will be written for any cold related emergencies.
5. The Incident Report will be processed by the Program Supervisor or Designee, who sends the report to the appropriate parties, including the Supports Coordinator or Case Manager and Office of Recipient Rights per policy #605.

General:

1. Any Persons Served who shows symptoms of heat exhaustion will be provided immediate First Aid. Any Persons Served who shows symptoms of heat stroke, frost bite, or hypothermia, 9-1-1 will be contacted or if non-emergent, CEO will transport the person served to a medical center for care.
2. All CEO vehicles will be equipped with drinking water and cups when the heat index is over 90 degrees. Persons Served will be offered water at each stop. Vehicles will also be equipped with emergency blankets in case of a breakdown.
3. All Persons Served are required to wear appropriate clothing for the weather, including hats, gloves, boots, coat, etc. unless otherwise written in their Plan of Service.
4. If the Program Supervisor/Manager or designee deem a Community Empowerment Center should close during service hours due to inclement weather, the Executive Director will be consulted. Upon the Executive Director's or designee's approval for the program closure, management shall notify staff, Persons Served and visitors who are present at the Community Empowerment Center.
5. CEO shall arrange for transportation home including contacting home placement for persons served to notify them of the early closure and the need for Persons Served to be picked up early.
6. The Supervisor or designee shall attempt to contact anyone who maybe expected at the Community Empowerment Center/service site to inform them of the closing.

P. Severe Weather Closings:

1. During periods of inclement weather or in emergency situations, our first priority is the safety and welfare of persons served. Some of the primary factors that are considered when making a decision to close/alter service delivery include:
 - a. The safety and well-being of persons served and staff.
 - b. Severity of the weather (extreme cold, flooding, etc.)
 - c. The ability of transportation vehicles to travel safely.
 - d. The operable condition of community empowerment centers.
2. The Program Supervisor or designee will monitor local radio and/or television station for school closings. In the event the designated school district for the CEO Community Empowerment Center's location is closed due to unsafe weather, driving conditions, etc., then the CEO location will be closed for that day. In the event that schools are on a scheduled break such as "Midwinter break", "Spring Break", etc. then the Program Supervisor or designee will monitor local weather and traffic conditions per local news channels, and decide whether or not to close one or all programs.
3. The Program Supervisor or Designee will contact the local television stations through their automated systems, so the closure is included in the school closing listings. Any program closures must be decided and posted NO LATER than 6:15AM.
4. If CEO is going to be closed, our company name (Creative Employment Opportunities or abbreviated, C'tive Employment) will be listed under the appropriate center location.
5. All homes will be regularly reminded to check the local listings when the weather is severe.
6. If management is expected to work on a day when the Community Empowerment Centers are closed, they will be notified by the Program Supervisor.

7. If Direct Supports Professionals are expected to work on a day when the Community Empowerment Centers are closed, they will be notified by management.
8. All community job sites, volunteer sites, contract companies, community activity sites, and others affected by the closure will be notified by designated management.
9. Anyone who is not sure whether the center will be closed should contact the Program Supervisor or Program Manager.
10. If any CEO center is going to be closed and the automated school closing system is not working, all Persons Served and others affected by the closure will be notified by phone.

DELAYED START:

There may be times when the weather is such that delaying the start of the community empowerment centers by two hours would provide for a safer environment for person served and staff. If Creative Empowerment Opportunities decides to implement a delayed start for the day, all notifications will be sent in the same manner as the closing of the community empowerment centers via television stations, social media and our company website.

EARLY DISMISSAL:

Creative Empowerment Opportunities wishes to avoid early dismissal as long as safely possible. We do not want caregiver's/family members rushing home, often on less-than-ideal roadways. However, in the event that this is necessary, during service hours, the following protocol shall be followed:

- a. Notification will be made as early in the day as possible via telephone to the person's served emergency contact.
- b. The Program Supervisor or designee shall notify staff, persons served and visitors who are present of the closing of the facility.
CEO shall ensure that person served have transportation to leave service sites.
- c. The supervisor or designee shall attempt to contact anyone who maybe expected at the building/service site to inform them of the closing.
- d. CEO personnel/management will stay with persons served at the community empowerment center until all notifications have been made and persons served have been picked up/taken home.

CANCELLATION OF TRANSPORTATION:

Creative Empowerment Opportunities wishes to avoid disruption in transportation for as long as safely possible. However, there are times when conditions may not be safe for transporting per CEO standards so a cancellation of "AM", "PM" or "both" transportation services may have deemed necessary. In the event this should occur:

- a. Notification will be made as early in the day as possible via telephone to the person's served emergency contact.
 - b. The Program Supervisor or designee shall notify homes/persons served before 7:30AM.
 - c. In the event of PM cancellation, CEO personnel/management will stay with persons served at the Community Empowerment Center until all notifications and alternate transportation arrangements have been made.
11. In the event of a program closure, service delay or cancellation of transportation, the funding agency(ies) for persons served effected will be provided with a formal, written notice from Creative Empowerment Opportunities.

Q. Visitors (Unwanted), Workplace Violence (Use/Possession of Weapon):

1. Creative Empowerment Opportunities values a safe, healthy, violence-free environment.
2. CEO will not, under any circumstances, conduct a surprise workplace violence incident exercise or drill where it depicts someone getting seriously injured or killed in order to avoid triggering
3. Workplace violence includes, but is not limited to:

Bringing a weapon to work or being in possession of one while representing the Company in any way.	Engaging in overtly aggressive or hostile conduct that causes others to experience legitimate fear for their safety and/or emotional distress.
Behaving in any manner consistent with domestic violence or sexual harassment.	Making direct or indirect threats.
Deliberately vandalizing property belonging to the Company or any employee thereof.	

PREVENTION:

1. All Community Empowerment Centers are a weapons free environment.
2. All visitors must enter through the front door, or be directed to the front office upon arrival.
3. All visitors must sign the visitor’s log.
4. Doors should be kept closed at all times to discourage unauthorized entrance to the buildings.
5. Creative Empowerment Opportunities encourages all employees to use sound reasoning and good judgment when identifying and reporting indicators of concern to their Program Manager or Program Supervisor. If these behaviors are recognized and/or reported they can often be managed and treated. Potentially violent behaviors by an employee or visitor, etc. may include one or more of the following and are not limited to:

Anyone engaged in conversations about dangerous weapons, having immediate access to any such weapons while at work or bringing any such weapons to work.	Anyone who displays obvious signs of emotional instability (including stress, anger, hostility and so forth).
Anyone who makes implied or outright threats.	Anyone whose job performance changes drastically.
Increased use of alcohol and/or illegal drugs	Unexplained increase in absenteeism; vague physical complaints
Noticeable decrease in attention to appearance and hygiene	Depression / withdrawal
Resistance and overreaction to changes in policy and procedures	Repeated violations of company policies
Increased severe mood swings	Noticeably unstable, emotional responses Explosive outbursts of anger or rage without provocation
Increase in unsolicited comments about firearms, other dangerous weapons and violent crime	Behavior which is suspect of paranoia, (“everybody is against me”)
Increasingly talks of problems at home Escalation of domestic problems into the workplace; talk of severe financial problems	Talk of previous incidents of violence
Empathy with individuals committing violence	Suicidal; comments about “putting things in order”

TAKING ACTION:

1. In any threatening or violent situation, everyone should remain calm.

2. Employees should attempt to calm the hostile person, while others redirect Persons Served away from the area, and attempts to keep them calm.
3. If an unwanted visitor arrives at CEO, he/she will be asked to leave the Community Empowerment Center and/or surrounding area.
4. If the hostile person is outside, the staff should ensure all doors/entrances are locked.
5. In the event that a person is in possession of a gun the staff should signal for another staff to call 9-1-1.
6. Quickly determine the most reasonable way to protect your own life and the lives of persons served
7. from the options below:

RUN- If there is an accessible escape path, attempt to evacuate the premises. Be sure to:	
Have an escape route and plan in mind	Evacuate regardless of whether others agree to follow
Leave your belongings behind	Assist persons served to a lockdown location with you.
Prevent individuals from entering an area where the active shooter may be	Keep your hands visible
Follow the instructions of any police officers	Do not attempt to move wounded people
Call 911 when you are safe	
HIDE- If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:	
Be out of the active shooter's view	Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
DO Not trap you or restrict your options for movement To prevent an active shooter from entering your hiding place	Lock the door
Blockade the door with heavy furniture	

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY- If the active shooter is nearby:	
Lock the door	Silence your cell phone and/or pager
Turn off any source of noise (i.e., radios, televisions)	Hide behind large items (i.e., cabinets, desks)
Remain quiet and calm if evacuation and hiding out are not possible	Dial 911, if possible, to alert police to the active shooter's location. If you cannot speak, leave the line open and allow the dispatcher to listen.

FIGHT- As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:	
Acting as aggressively as possible against him/her	Throwing items and improvising weapons
Yelling	Committing to your action

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES:

1. Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.
2. Officers usually arrive in teams of four (4).
3. Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
4. Officers may be armed with rifles, shotguns, handguns.
5. Officers may use pepper spray or tear gas to control the situation.
6. Officers may shout commands, and may push individuals to the ground for their safety.
7. Remain calm, and follow officers' instructions

8. Put down any items in your hands (i.e., bags, jackets)
9. Immediately raise hands and spread fingers and keep hands visible at all times
10. Avoid making quick movements toward officers such as holding on to them for safety.
11. Avoid pointing, screaming and/or yelling.
12. Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises
13. Information to provide to law enforcement or 911 operators:

Location of the active shooter	Number of shooters, if more than one
Physical description of shooter/s	Number and type of weapons held by the shooter/s
Number of potential victims at the location	

14. The first officers to arrive to the scene will not stop to help injured persons.
15. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.
16. Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

MANAGING THE CONSEQUENCES OF AN ACTIVE SHOOTER SITUATION:

1. After the active shooter has been incapacitated and is no longer a threat, human resources and/or management should engage in post-event assessments and activities, including:
 2. An accounting of all individuals at a designated assembly point to determine who, if anyone, is missing and potentially injured
 3. Determining a method for notifying families of individuals affected by the active shooter, including notification of any casualties
 4. Assessing the psychological state of individuals at the scene, and referring them to health care specialists accordingly
 5. Identifying and filling any critical personnel or operational gaps left in the organization as a result of the active shooter
- LESSONS LEARNED**
6. An Incident Report will be written for any incident of workplace violence where persons served are in jeopardy/affected and emergency personnel intervene.
 7. The Incident Report will be processed by the Program Supervisor or Designee, who sends the report to the appropriate parties, including the Supports Coordinator or Case Manager and Office of Recipient Rights per policy #605.

R. Seizures:

1. Stay calm while letting the seizure run its course. There is no way to stop a seizure.
2. Make the area safe by pushing away nearby objects. Place something soft under the person's head, such as a rolled up coat or towel. Do not allow others to gather around the area.
3. DO NOT put anything in the person's mouth.
4. Always time the seizure, while observing any specifics which will later be put onto the Seizure Report.
5. When the seizure stops, turn the person's body/face on their side in the recovery position, and be sure that he or she is breathing. Loosen tight clothing. If the person stops breathing during the seizure, remain calm, signal for someone to call 9-1-1 and provide CPR procedures.
6. On the rare occasion that the seizure lasts over 5 minutes, if the person continues to have one seizure to the next for more than 5 minutes (status epilepticus), or if the seizure occurs in a diabetic, pregnant person, or the person has never had a seizure, CALL 911 IMMEDIATELY!
7. After the seizure, allow the person to sleep or rest.

8. The Plan of Service should address a seizure protocol if the Persons Served has a history of seizures.
9. In the event that a Person Served does not have a documented history of seizures then 911 should be called immediately!
10. The Persons Served' vitals (blood pressure and pulse) should be checked after the seizure.

S. Choking:

1. Persons Served need to be closely monitored anytime they are eating or drinking.
2. The Plan of Service should be reviewed for guidelines that instruct on dietary needs and persons served who are at high risk of choking.
3. Direct Supports Professionals should train ways to prevent choking by encouraging Persons Served to eat and drink slowly during meals. Lunches should be monitored to ensure that they have been prepared per the protocol in the Plan of Service. Persons Served using the restroom during lunch should be monitored to ensure that they are not taking food/drinks with them and are not experiencing a choking incident.
4. If a person served is choking, follow the steps for choking provided in the training from the American Red Cross. A person served who is choking should continue to cough if possible, if coughing is not successful then 5 back blows followed by 5 abdominal thrusts should be administered repeated until the object is dislodged.
5. If the procedure for conscious choking is unsuccessful and the person becomes unconscious, then the responder should follow the American Red Cross training for Unconscious Choking Victim.
6. 9-1-1 should be called immediately when someone starts choking and they are unable to cough out what they are choking on.
7. Anytime a Person Served chokes an Incident Report must be written and medical attention must be sought. The incident must also be recorded on the Health Care Chronological. Appropriate emergency contacts must also be made.
8. On a monthly basis CEO will have Persons Served and Direct Supports Professionals conduct a Conscious Choking Drill.
9. During a Conscious Choking Drill, Direct Supports Professionals will assist/request persons served to demonstrate the Universal Sign for Choking. Direct Supports Professionals will also demonstrate conscious choking rescue with back blows and abdominal thrusts using the CPR mannequin or simulate the actions without physical contact on another employee.
10. The drill will be recorded on the Choking Drill form.

T. Persons Served Personal/Serious Injury:

1. If an injury/illness occurs, immediate First Aid will be provided (minor cuts/abrasions, minor 1st degree burns or upset stomachs, seizure in a person with a history of seizures, etc.) If safe to do so, and necessary, remove the person from the area.
2. If the injury is serious, call 9-1-1 (poisoning, status epilepticus, loss of consciousness, head injury, uncontrolled bleeding, breathing difficulties, etc.)
3. Those nearby should remain calm and stay with the injured person. Another employee should position him/herself outside to direct emergency personnel to the building, to offer information about the incident, and to give medical information about the person, including an authorization to provide medical treatment.
4. Personnel should be sent with the injured person and should stay until family, guardian or home staff has arrived.
5. Emergency contacts should be notified and given the location of the injured person.
6. Management will contact the Supports Coordinator, Office of Recipient Rights, and Home placement staff. The injury will be documented on an Incident Report and in the HCC.

U. Medical Emergencies Involving Employees:

1. If an injury/illness occurs, immediate First Aid will be provided (minor cuts/abrasions, minor 1st degree burns or upset stomachs, seizure in a person with a history of seizures, etc.) If safe to do so, and necessary, remove the person from the area.
2. If the injury requires medical treatment, (significant cuts or abrasions, suspected broken bones, 1st or 2nd degree burns, etc.) the injured person must see the medical provider that is designated by CEO for the first 28 days. After this period, the person may go to his/her own doctor. Failure to follow this guideline may endanger a worker's compensation claim.
3. If the injury is serious, call 9-1-1 (poisoning, status epilepticus, loss of consciousness, head injury, uncontrolled bleeding, breathing difficulties, etc.)
4. Those nearby should remain calm and stay with the injured person. Another employee should position him/herself outside to direct emergency personnel to the building, to offer information about the incident; management will give medical information about the person. (Including an authorization to provide medical treatment if available).
5. Any employee injured shall immediately report all injuries, no matter how minor, to his/her Supervisor or designee.
6. For non-life threatening work-related injuries, the employee shall seek medical care from the designated clinic for treatment. A drug screening will be performed on all employees receiving medical attention for any reason. Management personnel will escort the employee to the clinic. (See attachment of Emergency Phone Numbers for appropriate clinic location).
7. If possible, the employee shall complete the highlighted areas of the Authorization for Treatment and Billing form and take this form to the clinic with him/her. In an emergency situation, the Supervisor or designee shall authorize treatment with a phone call.
8. In an obviously life-threatening emergency, the Program Supervisor/Manager or designee shall call 9-1-1 to arrange for emergency medical assistance and transportation for medical care for the employee.
9. The Program Supervisor/Manager or designee shall complete the Michigan Occupational Safety and Health Act (MIOSHA) Form 301, Injury and Illness Incident Report.

V. Medical Emergencies Involving Visitors / Volunteers (Non-Employees):

1. CEO staff members, contractors, volunteers, visitors, etc. shall immediately report any injury, no matter how minor, sustained by a visitor to a center, to the Program Supervisor or designee.
2. If an injury/illness occurs, immediate First Aid will be provided (minor cuts/abrasions, minor 1st degree burns or upset stomachs, seizure in a person with a history of seizures, etc.) If safe to do so, and necessary, remove the person from the area.
3. If the injury is serious, call 9-1-1 (poisoning, status epilepticus, loss of consciousness, head injury, uncontrolled bleeding, breathing difficulties, etc.)
4. Those nearby should remain calm and stay with the injured person. A staff member should position him/herself outside to direct emergency personnel to the building, to offer information about the incident, and to give any known medical information about the person.
5. Assistance in arranging for needed medical treatment may be provided according to circumstances.
6. An Accident/Injury Report shall be completed by the Program Manager/Supervisor or designee.

W. Non-Life Threatening Illness:

1. In the event of suspected infectious illness while at CEO management should implement universal precautions.
2. Management will assist the person served to the designated sickbay for the program and make the person served as comfortable as possible while providing necessary care until the home placement staff arrives.

3. The designated management personnel will contact the person's served emergency contact to send the person served home. If contagious infection is suspected, then CEO will require that a doctor's note be furnished for the person served stating they are no longer contagious in order to return. Universal Precautions will be followed.

X. Elopement/Wandering:

1. In the event that a Person's Served elopes or wanders away from a location the assigned Direct Supports Professional is to immediately notify another CEO personnel and begin a search for the Persons Served.
2. When searching for a missing person served, be sure to quickly search bathrooms, closets, room corners, under desks, behind doors.
3. When discovered, the discovering CEO personnel and/or assigned Direct Supports Professional should keep the Person Served in sight and verbally encourage them to return to the activity location.
4. If the Direct Supports Professional and other CEO personnel are unable to locate the person served within 10 minutes, then they should call the police and notify any security personnel at the location if available. CEO personnel should provide information of the person's description.
5. Upon the Persons Served being located they should be checked for any physical injury and an Incident Report should be written. Appropriate persons should be notified (i.e. Supports Coordinators, home/parent, Recipient Rights) via phone.

Y. Suicide or Attempted Suicide:

1. In the event that a Person Served commits suicide 9-1-1 should be called and attempts made to revive the person served should be performed if possible, until emergency personnel arrive.
2. If a Person Served attempts suicide immediate First Aid and CPR should be provided if needed with 9-1-1 being called.
3. Staff should stay with the Person Served until advanced medical personnel arrive and provide the medical information to the EMS personnel. CEO personnel should go to the hospital and stay with the Person Served until the home placement staff arrives.
4. In the event that a Person Served verbalizes that they are considering suicide, staff should immediately call the home placement and Supports Coordinator to ensure that the Person Served receive medical attention. The Person Served should be provided with 1 to 1 supervision and should be kept in direct eye sight until the home placement is available to take over care of the person.
5. In the case of suicide or attempted suicide an Incident Report and an Emergency Medical form must be written and provided to the home placement, funding agency and Office of Recipient Rights.

Z. Sentinel Event:

1. A sentinel event is defined as an unexpected occurrence involving death or serious physical or physiological injury. Serious injury specifically includes loss of limb or function. Sentinel events signal the need for immediate investigation and response.
2. In the event of a sentinel event, First Aid should be provided if needed and 9-1-1 should be called. CEO personnel will stay with the Persons Served until EMS personnel take over the situation.
3. Following the sentinel event an Incident Report should be written and forwarded to the funding agencies and Office of Recipient Rights. All accrediting agencies will also be notified.
4. The Executive Director should be contacted and an investigation will be started into the sentinel event.
5. Upon completion of the investigation a Sentinel Event Report will be written to address the sentinel event and Plan of Correction will be implemented if required.

AA. Lock Out of Equipment Needing Repair:

1. An electrical appliance that is out of order will have a label that identifies the item as being out of order, and the date when the label was applied.
2. Any electrical appliance that is out of order and portable will be moved to a locked storage area until it is repaired or replaced.
3. When major machinery such as the powered lift truck is out of order, a “Danger, Do Not Use” tag will be placed on the steering wheel.
4. Any employee who discovers a disabled appliance or piece of machinery should fill out a Work Order Request and turn it into the Program Manager/Supervisor or designee.
5. If corrective action is required for a program item the Community Empowerment Center must be able to demonstrate via correspondence, purchase request, work order, etc. that the activity occurred.
6. All disabled machinery will be repaired or replaced within 30 days, if needed. Replaced appliances will be disposed of in an appropriate manner.

BB. Oxygen Canister Storage:

1. Oxygen canisters not in use should be stored in a locked room or closet with limited access. Canisters should be chained and locked against the wall (upright), or placed in a specially designed cart, where they will not fall over.
2. Tanks of oxygen that are in use should be secured against the wall by a locked bracket, or kept in a specially designed mobile holder.

CC. Using the Lift Truck and Other Machinery:

1. Whenever machinery is being used, safety guards and goggles should be used/worn.
2. Long hair and loose fitting clothing should be secured to prevent anything from getting caught in moving parts of the machinery.
3. Only those who are properly trained/certified should use machinery or the Lift Truck.
4. All employees will follow safety precautions and always be aware of those around them when driving the Lift Truck.
5. The driver of the Lift Truck should follow all rules/guidelines. Do NOT stand up or put hands outside of the protective frame. No one, other than the driver, should ride on the Lift Truck. Always drive with forks low to the ground.

DD. Door Alarms: (for Community Empowerment Centers that utilize door alarms)

1. Door alarms must be engaged throughout the day unless otherwise noted. Failure to turn on the alarm or disengaging the alarm at an inappropriate time will result in disciplinary action.
2. Anyone who turns the alarm off during a designated time must immediately reset the alarm.
3. When the alarm sounds, it is the responsibility of all employees within hearing distance to check for any Persons Served who may be wandering out.
4. All employees will be in-serviced on the alarm system.

EE. Toxic Substances:

1. Toxic substances are defined as any liquid, gas or solid material that could cause harm to the human body.
2. All toxic substances will be stored in a locked container or room within the Community Empowerment Center.

3. Purses containing toxic substances such as perfume, cologne, body spray, etc. should be stored in a locked area.
4. Toxic substances such as windshield washer fluid, anti-freeze, etc. will not be stored in company vehicles, but will be stored in locked storage areas within the service center.
5. Persons Served should not be permitted to use toxic substances unless permitted to do so within his/her plan of service.
6. When toxic substances are in use, they must be within arm's reach of the employee and under his/her direct supervision.
7. Employees will monitor all service environments to ensure that they are free of toxic substances.
8. All drivers will check the vehicle prior to departure to ensure that toxic substances are not present, including employees using their own vehicles. Toxic substance in personal vehicles should be kept in the locked trunk.
9. Employees who accompany Persons Served to greater community locations will ensure that all areas are free of toxic substances (including restrooms), and/or will monitor Persons Served when toxic substances are present.
10. Employees who fail to properly maintain a safe environment will receive a written reprimand and/or termination of employment.

FF. Biohazard Substance:

1. A biohazard substance is defined as a substance that is a risk to human beings or their environment especially one presented by a toxic or infectious agent. Reference policy #1104 Hazard Communication Program for more detailed information.
2. In the event that a person is exposed to a biohazard substance they should follow all the Universal Precaution standards and seek advanced medical care for treatment if needed.
3. All biohazard materials should be properly disposed of by placing them in designated container marked "Biohazard Materials". The biohazard container will be clearly marked and will be disposed of at Waste Management 1-800-796-9696 or designated biohazard disposal location.
4. A Safety Hazard Report should be completed.

GG. Poison Control:

1. All cleaning and caustic supplies will be kept in a locked cabinet when not in use.
2. CEO will maintain a first aid kit, including poison control items (eye flush kit, gloves, etc.), as well as a "Safety Data Sheets Manual," per OSHA guidelines.
3. All employees should use supplies in the manner intended by the manufacturer.
4. Direct Supports Professionals should provide direct supervision to any Persons Served using cleaning supplies.

If poison is splashed in eyes:

- Call out for help so others can come to you
- Rinse eyes with running water for up to 15 minutes, Hold the eyelid open while water flows over the eyeballs. Do not rub the eye.
- Call 9-1-1 for medical assistance, if needed
- Call Poison Control Center
- Contact employee's supervisor
- Protect yourself against exposure to hazardous materials.
- If poison is splashed on skin:
 - Call out for help so others can come to you
 - Take off any splashed clothing, rinse skin with running water for up to 15 minutes.
 - Call 9-1-1 for medical assistance, if needed
 - Call Poison Control Center
 - Contact employee's supervisor

If poison is inhaled:

- Call out for help so others can come to you
- Get patient to fresh air, open doors and windows
- Call Poison Control Center, 1-800-452-7165
- Contact employee's supervisor
- Protect yourself against exposure to hazardous materials. Consult the Safety Data Sheet and wear appropriate personnel protective equipment.
- If poison is ingested:
 - Call out for help so others can come to you
 - Call 9-1-1 for medical assistance, if needed
 - Call Poison Control Center

If cleaning product is swallowed:

- Prepare to give one glass of water or milk to drink, under the direction of the Poison Control Center (unless person is unconscious, having convulsions or is unable to swallow).
5. If any employee or Person Served is exposed to poison, immediate First Aid should be provided, by following the plan of action on the container, and a call should be made to the Poison Control Center at 1-800-222-1222.
 6. The person served should be monitored closely, and if advised by Poison Control or by the directions on the container, taken to the hospital.
 7. The incident will be documented on an Incident Report, Emergency Medical Form and in the HCC. The Home Placement staff, guardian, Support Coordinator will be contacted by CEO management. If it's an employee of CEO then an employee injury record and an OSHA form 301 will need to be filled out.
 8. Incidents of poisoning should have an Exposure Reports should be completed and submitted for review by the Risk Management team to establish mitigation.

HH. Hazardous Materials:

1. Hazardous materials include but are not limited to bio-hazardous substances, industrial strength cleaning supplies, household cleaning supplies (e.g. liquid bleach) oil based paints, fluorescent light bulbs, copier toner, etc.
2. In the event that hazardous materials are present or being used a supervisor or designee shall examine the warning labels of all chemical products used by staff/persons served. They will be handled according to the manufacturer's warnings and instructions, used for the purpose intended, and stored in the original containers.
3. All hazardous materials will be clearly labeled with name of contents and warnings and handling instructions.
4. All hazardous material will be documented in the form of a Safety Data Sheet in the Empowerment Centers SDS manual.
5. All hazardous items waiting for disposal shall be locked in a secured area, and disposed of at the County's hazardous waste disposal drop-off and collection site. Biomedical and pharmaceutical waste shall be disposed of according to contracting agencies recommendations.
6. If disposal of a fire extinguisher is necessitated, Creative Empowerment designees will arrange for disposal using one of the following methods of disposal below:
 - a. Recycle the extinguisher **if canister is empty**. If an extinguisher is empty, you can simply throw them out with your recycling trash since they no longer contain hazardous materials. You may want to still check with your local recycling company about the best way to recycle the canister.

- b. Call fire department if fully/partially charged. Some local fire departments accept portable fire extinguisher drop-offs. Call ahead of time before dropping off charged extinguishers.
 - c. Take extinguisher to hazardous waste disposal facility. If your local fire department is not accepting drop-offs, you can take the extinguisher to a hazardous waste disposal facility. Most cities and counties have their own local center for hazardous waste disposal. Look up centers in your area and schedule a drop off. Ask about hazard types and any restrictions before you go.
7. Fluorescent light bulbs often contain mercury, which can be harmful if released into the environment. To prevent environmental contamination, when disposing of fluorescent light bulbs, one of the following disposal method must be utilized:
- a. **Local Waste Collection Agencies:** Many areas have free collection services for household hazardous waste, including fluorescent bulbs. Contact your local waste collection agency to find out about collection schedules or drop-off locations. Some agencies may collect hazardous waste only once or twice a year, so you might need to hold on to your bulbs until the next collection.
 - b. **Retailers:** Several retailers participate in in-store recycling programs for used, unbroken CFLs (compact fluorescent lamps). Before visiting, check directly with the store to ensure they accept bulbs for recycling.
8. Disposing of broken fluorescent light tubes: When packaging fluorescent tubes and lamps for electronic recycling it is important to not break them. Avoid taping the fluorescent tubes together, and try and place the lighting equipment in a box of some sort. However, if an accident happens and fluorescent tubes are broken then please use the following steps to properly dispose of broken fluorescent tubes:
- a. Place any soft materials inside a sealed plastic bag
 - b. Avoid spreading broken glass or mercury powder
 - c. Wipe up mess with wet paper towel (including shoes) and place used paper towels into a sealed container (preferable a glass container)
 - d. Take broken fluorescent tubes and clean up items to local e-waste facility for more information

II. Universal Precautions/Infection Control:

1. Universal Precautions shall be applied to all aspects of medical and psychiatric emergency situations according to the Exposure/Infection Control Plan. The Infection Control manual will be kept next to the first aid kits at each Empowerment Center.
2. The Infection Control log will be maintained monthly by the Safety Coordinator at each program location within the Infection Control Manual.
3. The Infection Control Manual shall be reviewed and signed by all new employees and existing employees annually.
4. Empowerment Center's Safety Equipment Checks will be conducted monthly by the centers Safety Coordinator or designee.
5. Any defective/missing equipment will be reported immediately to the Program Manager or designee so that repair/replacement can be arranged according to its urgency.

JJ. Sharps Exposure, Handling, Containment and Disposal:

1. A needle-stick or a cut from a contaminated sharp can result in a worker being infected with human immunodeficiency virus (HIV), hepatitis B virus (HBV), hepatitis C virus (HCV), and other blood-borne pathogens. All employees shall use the standard measure of Universal

Precautions to reduce these types of injuries and the risk of infection. Careful handling of contaminated sharps can prevent injury and reduce the risk of infection.

2. CEO will use safer medical devices whenever possible. These devices include those that are needleless or have built in protection to guard workers against contact with the contaminated sharp.
3. Contaminated sharps are disposed of in sharps disposal containers immediately or as soon as feasible after use. Sharps disposal containers must be readily accessible and located as close as possible to the area where sharps will be used.
4. Shearing, breaking is not permitted. Recapping, bending or removing needles is permissible only if there is no feasible alternative. If recapping, bending or removal is necessary, employers must ensure that employees use either a mechanical device or a one-handed technique. The cap must not be held in one hand while guiding the sharp into it or placing it over the sharp. A one-handed “scoop” technique uses the needle itself to pick up the cap, and then the cap is pushed against a hard surface to ensure a tight fit onto the device. Also the cap may be held with tongs or forceps and placed over the needle. The use of one-handed technique minimizes the need for the other hand to be exposed to the uncapped needle.
5. Sharps containers must be puncture resistant. The sides and the bottom must be leak-proof. They must be appropriately labeled or color-coded red to warn everyone that the contents are hazardous. Containers for disposable sharps must be closable (a lid, flap, door, or other means of closing the container) and they must be kept upright to keep the sharps and any liquids from spilling out of the container.
6. The containers must be replaced routinely and not be overfilled, which can increase the risk of needle sticks or cuts. Sharps disposal containers that are reusable must not be opened, emptied or cleaned manually or in any other manner that would expose workers to the risk of sharps injury.
7. Before sharps disposal containers are removed or replaced, they must be closed and taped shut to prevent spilling the contents. If there is a chance of leakage from the disposal container, it must be placed in a secondary container that is closable, appropriately labeled or color-coded red, and constructed to contain all contents and prevent leakage during handling, storage or shipping/transport.
8. In the event of a needle stick injury, medical evaluation and follow-up procedures must be done immediately or within 24 hours after an exposure incident. The employee is required to report the exposure immediately to his/her supervisor, who will direct the employee to a contracted health care clinic or emergency room. An Exposure Report and a Sharps Injury Log will be completed by the Program Manager/Supervisor.
9. Refer to Creative Empowerment Opportunities Exposure/Infection Control Plan for further information on Sharps and other engineering controls.

KK. Public Health Crisis:

In the event a public health crisis, CEO will respond by assessing the pandemic, needs and developing committees to address areas of concern. Committees will be formed based on the needs posed by the public health crisis. Committee duties will be broken down into these basic areas:

1. Administrative:
 - a. Manage finances, address expenditures and look at ways to reduce costs during the public health crisis.
 - b. Assure continuity of operations continue by managing personnel related issues including lay-off, unemployment, payroll, benefits, etc.
 - c. Pay bills, maintain licenses, agreements, policies, etc.
2. Communication:

- a. Development, management and regularly updating a response plan specific to the public health crisis. Crisis plans will embrace the Center for Disease Controls' Hierarchy of Controls. Hierarchy of Controls are as follows:
 - Elimination: Physically remove the hazard, health screening, testing, removing items and surfaces that pose risk of loss contamination where possible.
 - Substitution: Replace the hazard, use of telehealth services if able. Alter or postpone services as needed. Prioritize at risk populations. Limit close contact/socially distance.
 - Engineering: Isolate people from the hazard, re-design service/work areas to limit exposure.
 - Administrative: Change the way people work, explore sick leave policies, scheduling, training, etc.
 - Personal Protective Equipment: Gowns, gloves, masks, face shield, goggles and N95 respirators, etc.
 - b. Attend Community Mental Health meeting updates as well as any pertinent meetings/trainings to stay current on recommended practices/required practices from governing authorities.
 - c. Review/manage Creative Empowerment Opportunities policies that directly support response to outbreaks.
 - d. Coordinate with external partners (supports coordinators, piecework contractors, Community Mental Health, etc.).
 - e. Manage public information as well as act as a liaison with the local health department and community mental health.
3. Training:
- a. Develop protocols/actions to provide staff with readily accessible information including training, priorities of responses and swift and efficient to emergencies/disasters.
 - b. Develop a communication plan to keep employees and persons served abreast of the public health crisis situation, updates, recommended actions, guidelines, etc. Communications will be developed using available outlets including the CEO website, email, postal services, etc.
 - c. Develop and coordinate training of staff on the public health crisis response plan.
4. Environmental:
- a. Implementation of core operations necessary to support the local health department as well as implement infection control practices and health surveillance practices to prevent the spread of disease.
 - b. Assess CEO Community Empowerment Centers and implement physical environmental changes which embrace the Center for Disease Controls' Hierarchy of Controls.
5. Service Delivery:
- a. Manage delivery of services to support operations and goals during an outbreak. This includes preparing alternative plans for providing instruction during periods of quarantine/lock down.
 - b. Procurement of necessary personal protective equipment, and manage monitoring and allocation of these resources.

LL. Poor Air Quality and the Air Quality Index (AQI)

1. There are several causes of poor air quality which can be hazardous to a person's health particularly populations with health conditions that put them at a higher risk of medical complications.
 - a. The first is particle pollution which can come from two different kinds of sources — primary or secondary.
 - Primary sources cause particle pollution on their own. For example, wood stoves and forest fires are primary sources.
 - Secondary sources let off gases that can form particles. Power plants and coal fires are examples of secondary sources. Some other common sources of particle

- pollution can be either primary or secondary — for example, factories, cars and trucks, and construction sites.
- Smoke from fires and emissions (releases) from power plants, industrial facilities, and cars and trucks contain Particulate matters.
- b. The second cause of poor air quality is Ground Level Ozone.
 - Ozone is a gas that occurs both in the Earth’s upper atmosphere and at ground level. Ozone can be “good” or “bad” for your health and the environment, depending on its location in the atmosphere. Ozone is most likely to reach unhealthy levels on hot sunny days in urban environments, but can still reach high levels during colder months. Ozone can also be transported long distances by wind, so even rural areas can experience high ozone levels.
2. Ground Level Ozone, Particle Pollution and Your Health:
 - a. Breathing in particle pollution and/or ozone in the air can be harmful to a person’s health. Coarse (bigger) particulate matter, can irritate your eyes, nose, and throat.
 - b. Fine (smaller) particulate matter, are more dangerous because they can get into the deep parts of your lungs — or even into your blood.
 3. Ozone may affect anyone, but it bothers some people more than others.
 - a. If you have asthma, bronchitis, or emphysema, ozone can make your symptoms worse.
 - b. Ozone has also been linked to:
 - Coughing and pain when taking a deep breath
 - Lung and throat irritation
 - Wheezing and trouble breathing during exercise or outdoor activities
 4. Particle pollution can affect anyone, but it bothers some people more than others.
 - a. People most likely to experience health effects caused by particle pollution include:
 - People with heart or lung diseases (for example, asthma)
 - Older adults
 - Babies and children
 - b. Particle pollution has also been linked to:
 - Eye irritation
 - Lung and throat irritation
 - Trouble breathing
 - Lung cancer
 - Heart Disease
 - c. If you have heart disease, breathing in particle pollution can cause serious problems like a heart attack. Symptoms include:
 - Chest pain or tightness
 - Fast heartbeat
 - Feeling out of breath
 - Being more tired than usual
 - d. If you experience any of these symptoms you should seek medical attention.
 5. The Air Quality Index (AQI) tells you when air pollution is likely to reach levels that could be harmful. The Air Quality Index scale rates air quality on a scale from 0 to 500, with 0 being the cleanest to 500 being the most dangerous. You can use the AQI as a tool to help you avoid particle pollution. Local TV stations, radio programs, and newspapers report the AQI.
 - a. In the event of an Air Quality Alert or Air Quality Action Day, CEO Program Managers or Program Supervisors will:
 1. Check the air quality index for their service area.

2. Consult the following AQI precautionary steps as outlined in the following list of protocols:

Air Quality Index	Protocol
<p style="text-align: center;">HAZARDOUS 301+</p>	<p>*300 or greater AQI is considered hazardous and it's likely that an emergency or evacuation warning would be issued. Services will ONLY be held following "Very Unhealthy/Purple" protocol if deemed safe to do so based on governing authority guidance.</p>
<p style="text-align: center;">VERY UNHEALTHY 201 to 300</p>	<p>An AQI of 151 to 200 & 201 to 300 is considered unsafe and anyone could experience negative health effects from pollution in the air.</p> <p>Everyone: Remain indoors and keep activity levels low. Follow tips for keeping particle levels low indoors:</p> <ul style="list-style-type: none"> • Don't use candles or smoke indoors. • Keep windows and doors closed. • Air filter will be utilized if available. • Clean or replace filters according to manufacturer recommendations.
<p style="text-align: center;">UNHEALTHY 151 to 200</p>	<p>*Note: If an air conditioning system is not working, staying inside with the windows closed may be dangerous in extremely hot weather and the CEO designated alternate shelter should be utilized until arrangements can be made for persons served to go home.</p> <ul style="list-style-type: none"> ▪ If a trip in a vehicle is necessary be sure to a) keep the vent settings to recirculate mode to lower amount of air brought into the vehicle from outdoors and b) keep all windows closed while driving. ▪ Persons served and employees will be encouraged to wear N95 masks if available when outdoor activity is necessary to reduce your exposure to pollutants. If these are not available surgical masks or even a scarf is better than nothing and will be encouraged. Persons may put a scarf over their nose and mouth to minimize the amount of particulate matter entering their lungs.
<p style="text-align: center;">UNHEALTHY FOR SENSITIVE GROUPS 101 to 150</p>	<p>An AQI of 101-150 means there is a health risk for children, older adults and people with heart disease and lung disease. The general healthy population isn't likely to experience health risks.</p> <p>Sensitive Persons: Avoid outdoor activity/keep it to a minimum. If necessary to be outdoors take more breaks. Watch for symptoms such as coughing or shortness of breath.</p> <p>People with asthma: Follow your asthma action plan and keep quick relief medicine handy.</p> <p>People with heart disease: Symptoms such as palpitations, shortness of breath, or unusual fatigue may indicate a serious problem. If you have any of these, contact your health care provider.</p> <p>Non-Sensitive Persons Served: Make outdoor activities shorter and less intense.</p>
<p style="text-align: center;">MODERATE 51 to 100 air.</p>	<p>*51-100 AQI designates acceptable air quality, but some people who are sensitive to pollution or experience breathing issues may experience adverse effects, depending on the type of contaminants in the</p> <p>Unusually Sensitive Persons: Consider making outdoor activities shorter and less intense. Watch for symptoms such as coughing or shortness of breath. These are signs to take it easier.</p> <p>Non-Sensitive Employees & Persons Served: It's a good day to be active outside</p>
<p style="text-align: center;">GOOD 0 to 50</p>	<p>*0-50 AQI means there is little or no health risk associated with air quality</p> <p>All Employees & Persons Served: No accommodations needed</p>

MM. Miscellaneous:

1. Persons Served Medication-All medication brought to CEO for dispensing must be in an original prescription bottle indicating the Persons Served' name, type of medication, and dosage. The original prescription label is required, along with a copy of the prescription, or pharmacy printout. Home caregivers should be contacted on a regular basis to keep medication information up to date. All medications should be transported and stored in a locked container at all times. (See policy #601).
2. Payment for Medical Treatment-All employment related injuries will be handled through CEO's worker's compensation insurance. All work related injuries must be reported as such from the time of incident. Payment for all injuries/illnesses incurred by an employee or person served that are non-work related will be the responsibility of the employee, Persons Served, parent, guardian, etc. It is extremely important that CEO have the most current insurance information for each Person Served, including name of company, number, etc.
3. Service environments and vehicles will contain fire extinguishers in accessible, unlocked areas. First Aid and other emergency equipment will be kept in a locked box within vehicles for preservation. Within the service centers, this equipment will be accessible, with the exception of items which may be hazardous.

IV. Disclosure:

Creative Empowerment Opportunities is committed to providing a safe and healthy working environment for all employees and persons served by conforming with current legislation, regulations, accrediting and/or funding agency standards, as well as all other governing authorities. The material in this Emergency Safety Plan is designed to provide accurate and useful information. Due to the constantly changing nature, interpretations, clarifications and industry requirements/standards, this document is fluid and will be reviewed routinely for accuracy and relevance. The Safety Committee will review the Emergency Safety Plan monthly for any missing, inaccurate, outdated, irrelevant information or an updates needed due to new or recent safety concerns or guidance. Any updates/revisions will be made by the designee. All Emergency Safety Plan updates will be made available on our website at www.creative-employment.org and reviewed staff meetings as needed.

V. Resources:

- For more information, visit your state and local government's emergency management websites to look for more information about the common types of disasters and whether disaster plans exist for your area. If available, you should also sign up for your community's alert and warning systems which can notify community members of impending disasters or of actions to take following a disaster.
- FEMA.gov
- [CDC Emergency Preparedness and You | Learn How to Shelter in Place](#)
- [Emergency Response Plan | Ready.gov](#)
- [Are You Ready? An In-Depth Guide to Citizen Preparedness](#)
- [FactSheet3 \(osha.gov\)](#)
- For more information on creating an EAP contact the U.S. Department of Labor, Occupational Health and Safety Administration, www.osha.gov.
- [Emergency Response Plan | Ready.gov](#)
- [How to Plan for Workplace Emergencies and Evacuations, U.S. Department of Labor, Occupational Health and Safety Administration, OSHA 3088, 2001](#)
- [EAP_template.doc \(live.com\)](#)
- [Air Quality Index \(AQI\) | AirNow.gov](#)

VI. Forms:

- | | |
|------------------------------|---------------------------|
| Fire Evacuation Routes, | Conscious Choking Drill |
| Fire Drill Form | Health Care Chronological |
| Tornado/Severe Weather drill | Safety Data Sheets |
| Communication Log | Power Failure Drill |
| Phone List | Incident Report |
| Bomb Threat Drill Emergency | Accident Record |
| Plan Performance Report | Sharps Injury Log |
| Emergency Medical form | Exposure report |
| Work Order Request Form | OSHA Form 301 |
| Safety Hazard Report | Closure Protocols |
| Safety Inspection List | |

VII. APPROVED BY:

Kathleen Kunz, Executive Director

Date

Original 3/2001

Revised, 2/24, 6/23, 12/22, 9/22, 7/22, 1/22, 7/21, 6/21, 11/20, 9/19, 3/18, 1/18, 9/17, 10/16, 2/15-CLF – Emergency Safety Plan

Creative Employment Opportunities, Inc. DBA Creative Empowerment Opportunities a Michigan non-profit service corporation and an equal opportunity at-will employer.



Creative Empowerment Opportunities

"Empowering People for Success"



Program Closure/no transporting protocol

20 degrees below zero	Closed
Accumulation of 6 inches of snow	Closed
Any National Disaster Emergency issued for the area (tornado, flooding, terrorist attack, bombings)	Closed
Wind chill below 20 degrees	Closed
Wind chill up to 20 degrees below zero	No transportation/no outdoor outings
Wind chill 10 degrees below zero or lower	No outdoor outings
Icey side roads	No transportation on side roads (main roads only)
Accumulation of unpredicted ice	Closed
Power outage before opening	Closed
Power outage during service hours	Follow safety policy for early transportation
No heat in winter before opening	Closed
No heat during service day	Follow safety policy, Move to another location, arrange for early transport
No water or boil water alert	Closed
Building Fire	Closed
Building not accessible due to unforeseen circumstances i.e.: road block, sink hole	Closed
Building structure integrity –concerns for safety	Closed
Police involvement on/around building grounds	Building lock down until “all clear” announced by authorities
Bomb threat called in prior to opening	Closed





Creative Empowerment Opportunities

"Empowering People for Success"



EMERGENCY PHONE NUMBERS

	CEO ANCHORVILLE	CEO CLINTON TWP.	CEO MT. CLEMENS	CEO PONTIAC
Industrial Clinic	30795 23 Mile Road Chesterfield Twp., MI (586) 421-3050	15717 15 Mile Rd. Fraser, MI (586) 285-3850	30795 23 Mile Road Chesterfield Twp., MI (586) 421-3050	Concentra 1915 N Perry St, Pontiac, MI 48340 (248) 276-3999
Police/Fire Emergencies	911	911	911	911
Fire Department	(586) 725-1415	(586) 263-8437	(586) 469-6840	(248) 758-3501
Police Department	(586) 725-7771	(586) 493-7800	(586) 469-6860	(248) 858-4911
Facility Address	9974 Dixie Hwy. Anchorville, MI 48004	34820 Harper Ave. Clinton Twp. MI 48035	308 N. Gratiot Mt. Clemens MI 48043	345 Edison Pontiac, MI 48342
Facility Phone	(586)716-9920	(586) 569-4250	(586) 493-9715	(248) 858-7847
DTE Electric	(800) 477-4747	(800) 477-4747	(800) 477-4747	(800) 477-4747
ATT Phone	(800) 222-0400	(800) 222-0400	(800) 222-0400	(800) 222-0400
Consumer Gas	(800) 427-1427	(800) 477-5050	(800) 477-5050	(800) 889-1252
Suicide Prevention	(586) 307-9100	(586) 307-9100	(586) 307-9100	(586) 307-9100 or (800) 231-1127
Poison Control	1-800-222-1222			

	CEO WASHINGTON	CEO WESTLAND
Industrial Clinic	50505 Schoenherr Rd. Shelby Twp., MI (586) 323-4700	Concentra 6700 Middlebelt Romulus, MI (734) 326-2840
Police/Fire Emergencies	911	911
Fire Department	(586) 781-6161	(734) 467-3201
Police Department	(586) 731-2164	(734) 722-9600
Facility Address	59027 Van Dyke Ave. Washington Twp., MI 48094	6615 Venoy Westland, MI 48185
Facility Phone	(586) 935-1500	(734) 727-0872
DTE Electric	(800) 477-4747	(800) 477-4747
ATT Phone	(800) 222-0400	(800) 222-0400
Consumer Gas	(586) 307-9100	(800) 477-5050
Suicide Prevention	(800) 477-4747	(800) 241-4949
Poison Control	1-800-222-1222	