

Options for Better Living Residential Emergency Procedures

Location: \_\_\_\_\_

**Serious Injury or Serious Acute Illness**

In the event of serious injury or illness to staff or customers emergency personnel should be summoned by dialing 911. The caller should provide emergency personnel with the location of the residence and should only hang up the phone once they have been told to do so. The appropriate Options emergency response system should be summoned next. A trained responder(s) should then provide the necessary first aid to the victim, only up to what they are trained to perform. This shall continue until emergency personnel arrive on the scene.

In the event that the injury or illness results in death, the victim should not be moved and the surroundings should not be disturbed. All witnesses to the fatality should remain on the scene until the emergency personnel have assumed authority.

**Information Pertinent to the Setting:** \_\_\_\_\_

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**Fire**

In the event of a fire, all persons present in the residence should immediately exit the residence through the nearest exit. (Please note that maps showing the exit routes should be posted throughout the residence.) An elevator should not be used as a means of exit. Any individuals unable to independently utilize stairs should be assisted in exiting the residence. All persons present should meet at a designated location away from the residence. Attempts will be made to ensure that everyone has exited the residence safely. Emergency personnel should be summoned from a safe location outside of the residence. The appropriate Options emergency response system should be summoned next.

**Information Pertinent to the Setting:** \_\_\_\_\_

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**Weather Emergency (Tornado)**

In the event of severe weather (tornado), all persons present in the residence should proceed to an inner, downstairs room. This should not include any room with windows. No persons shall leave this room until an all clear has been provided by the local emergency weather service.

**Information Pertinent to the Setting:** \_\_\_\_\_

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**Bomb Threat**

In the event that a bomb threat is received, all persons present in the residence should immediately exit the residence through the nearest exit. (Please note that maps showing the exit routes should be posted throughout the residence.) Attempts will be made to ensure that everyone has exited the residence safely. Emergency personnel should be summoned from a safe location outside of the residence. The appropriate Options emergency response system should be summoned next. No person shall reenter the residence until emergency personnel has either located the bomb or found no bomb present.

**Information Pertinent to the Setting:** \_\_\_\_\_

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**Mechanical or Power Failure**

In the event of mechanical or power failure, staff should first give priority attention to anyone present who is dependent on electricity powered life support equipment. The proper Options emergency response system should be notified of any mechanical or power failures. Arrangements should be made either for repair or for evacuation to a hotel.

**Information Pertinent to the Setting:** \_\_\_\_\_

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**Missing Person:**

In the event that a customer is missing, staff should immediately notify the proper Options emergency response system. Staff should then proceed to search the area. If the customer is not found, then staff should contact the local police and parents, family, or guardian of the missing person. Staff should prepare a description of the missing person. If the customer should return on his own, staff should notify the appropriate people. Within 24 hours of the incident a written report must be completed and turned in.

**Information Pertinent to the Setting:** \_\_\_\_\_

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**Workplace Violence**

**Information Pertinent to the Setting:** \_\_\_\_\_

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