

Name: _____

Date: _____

Quater 4 Emergency Drill Review

1. In the event of a situation that cannot be deescalated, Tri-State Treatment Employees have a safe word to use to alert other staff members to contact help. You are to simply say "Charlotte" or "Tell Charlotte I will call her back." This will alert other staff members that the is out of hand. At that time you are to find the clinic administrator. If the administrator is the one who is needing "Charlotte" you will simple call the local authorities.

A. Power Outage

2. If conditions such as major winter storms or other sever weather conditions warrant the closure of the clinic, the administrator will notify the state and government officials via the SAMHSA OTP Exception website to suspend normal work operations. The administrator will then notify staff via the most expeditious means. Information regarding dosing and operations will be sent to the patients via Lighthouse Notification System. In the event of potentially destructive weather extremes, such as dangerously high wind conditions, occupants will be escorted to the interior of the building. This location is outside of the dosing area where there no exterior windows.

B. GroupMe App

3. Call the electric power board, report the situation and follow the specific instructions they may have as it pertains to the incident and power loss. In the event of a total or near total loss of power to the building, it is essential for all building occupants to remain calm. Speak in a calm voice and offer appropriate assistance. Tri-State Treatment is equipped with lighting fixtures that will provide reduced, emergency lighting for several hours, permitting safe evacuation if it becomes necessary. Each staff member is supplied with a flashlight.

C. Bomb Threat

4. Do not confront or argue with persons who are behaving in a threatening manner. B.) Immediately notify the administrator and give the exact location and description of the situation. C.) All patients will be directed away from the threatening situation. D.) If the person cannot be calmed or coaxed into exiting from the building by the Clinic Administrator, then 911 should be called to have the person removed from the property.

D. Workplace Violence

5. A.) Do not immediately initiate an evacuation unless you are certain that the threat is real and immediate. B.) DO NOT touch or disturb suspicious objects. C.) If you receive a bomb threat by phone, obtain as much information as possible from the caller, including detonation time, location of the bomb, type and size, why it was placed in the building and caller's voice type whether male or female. Use the Use the provided procedure sheet from Homeland Security to obtain such information. D.) Report any bomb threat (or suspicious activities or objects) to the administrator and/or clinic director. E.) If you observe a search or are told of a bomb threat, remain calm and wait for instructions. F.) IF an evacuation is deemed necessary, immediately initiate evacuation procedures. Direct everyone to take with them their personal items such as purses and coats, so these items will not have to be examined and cleared during the subsequent bomb search.

E. Medical Emergency

6. A.) Immediately notify all staff and patients of the fire and evacuate from the building. B.) Contact 911 and provide specific information about the fire. C.) Proceed to the front parking lot and remain there until the police or fire department gives further instructions.

F. Safety Word

7. A.) Immediately call 911. B.) Be certain that you say you are calling from "Tri-State Treatment". If you fail to adequately describe your current location, critical time may be lost if responders are directed to the wrong building. C.) Stay on the line until you are told it is ok to hang up because there may be other critical information you will be asked to provide. D.) Nursing staff should be called immediately to where the person having the medical emergency is located. E.) Following the protocol for specific medical emergencies that are listed in the Emergency Safety Plan.

G. Fire Drill

8. All Tri-State Treatment employees will be added to the application GroupMe. This app has two TST tabs that will be used to communicate with staff on or off duty. The TST Emergency tab will be used only when the safety word should be used. TST Info/Warn tab will be used to communicate any important information to staff members. Staff will be added or removed from these closed chats as needed with employment. This app is for Tri-State employees only and will not be used unless an emergency or important message needs to be sent.

H. Severe Weather

9. A. The person who witness or finds someone who may be overdosing will stay with that person and alert a supervisor. B. The supervisor will then notify the administrator to call 911. C. The medical staff will then assess the patient and administer Narcan if deemed necessary. D. Any such incident listed above will be documented and reported to all necessary regulatory authorities.

I. Active Shooter

10. A. Staff will remain calm and use the panic buttons that are strategically placed throughout the building that will alert the authorities. Group Me app will be utilized to alert the rest of the staff of the situation. Once you are safe, someone should also call to inform authorities of the situation. B. If possible staff will gather the patients and exit the building. If evacuation is not possible, staff will remain in their offices and barricade themselves by moving heavy objects against the door. **DO NOT ENGAGE WITH THE SHOOTER UNLESS YOU ARE IN IMMEDIATE DANGER.** C. Once police are on the premises, Tri-State employee and patients will follow their direction.

J. Overdose