**GENERAL ORIENTATION/SELF STUDY**
**OSHA EMERGENCY PREPAREDNESS TRAINING FORM**

Name: _______________________________ Title: __________________________

Orientation Date: ___________ Start Date: ______________

Please read the documents and return this Training form within 10 days

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<td>Emergency Preparedness Statement</td>
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<td>S5-11R3</td>
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I have read and understood the Document(s) listed above.

Signature _______________________________ Date ____________________
• **PURPOSE**

To establish procedures that address emergency situations that may arise at Dignity Care's client homes and may threaten human health and safety.

• **SCOPE**

Dignity Care's independent contractors must be familiar with all aspects of the Emergency Action Plan. Examples of an emergency are: Fire, snowstorm and tornado.

• **RESPONSIBILITIES**

It is the responsibility of all Dignity Care independent contractors working within the clients' home to be familiar with the procedures detailing Emergency Action Plans.

• **These Emergency Action Plans will meet the following objectives:**
  - Provide a means of notifying local authorities and Dignity Care management of an emergency situation.
  - Provide for a safe and orderly method of evacuation if necessary for all occupants of the client's home.
  - Account for client and all occupants of the client home at the time of evacuation, should one occur.

• **REFERENCES**

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<tr>
<td>SS-11R3</td>
<td>Emergency Preparedness Fire Escape Plan</td>
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<td>SS-12R3</td>
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• **PURPOSE**

To establish Dignity Care’s policy and procedures in response to an emergency FIRE situation within client’s home.

• **RESPONSIBILITIES**

Dignity Care’s independent contractors must be familiar with their client’s home and learn the escape routes, smoke alarms (if they are present in the home) so that expedient action can be taken when needed.

Report hazardous conditions to your Care Manager, so that the appropriate individual can be contacted as soon as possible to rectify possible fire hazards.

If the client is not affected by dementia and is ambulatory discuss/practice what to do in a fire emergency.

• **The following hazards should be avoided:**

Accumulation of trash or rubble.

Exits blocked so that it is either impossible or requires unnecessary manipulation to escape from consumer home.

Frayed or worn electrical cords.

• **REPORTING A FIRE**

Do not jeopardize your safety or the safety of client to fight a fire, no matter how small it may appear.

**Stay Calm. Do Not Panic**

If possible, determine the source of the fire without having to search it out.

Immediately call 911, Report name of person making the emergency call, type of emergency, address and phone number where emergency is occurring, Is client ambulatory, (Tell them if there is a non ambulatory person in the house and where they are located) how many people are in the house and do not hang up until told to do so by emergency operator.

Have the phone number and address of client located by each telephone incase of an emergency.

Take the client and leave through the closest, safest exit.

Do not go to other parts of the home to look for someone, to call someone, or to retrieve an item for any reason.
Do not attempt to remove a pet(s) unless the pet is located by you and/or the client, and does not endanger you or the client. Once you are located safely outside away from danger, tell a fireman that there are other people missing and pet(s) are located in the home.

Only emergency first aid should be provided by a fireman or paramedic.

Client shall be transferred to hospital for treatment if necessary. Contact your Care Manager once outside and safe, so that they may contact client relative and/or Power of Attorney.

If you are injured but still able to communicate, tell the emergency personnel Dignity Care’s emergency pager number 303 765-8488, so that Dignity Care is notified of the situation.

If you are injured and unable to communicate, then you will have to rely on the emergency personnel to carry out their procedures until they acquire contact information.

Provide as much information as possible as requested by the Fire Department.

Do not re-enter the home until the Fire Department has deemed it safe to return.

- HOW TO EVACUATE IN CASE OF FIRE – GROUND LEVEL

  Turn lights off, have a flashlight close at hand.

  If client is on oxygen, turn the oxygen off.

  If smoke alarm has gone off (if present in the home) smell of smoke detected or flames are seen, the closest exit must be inspected quickly to assure they are safe and passable.

  Close doors as they are passed through to slow down fire.

  If the EXIT route is blocked by smoke or fire, go to the safest room, closing the door behind you. Open the window if possible or take an object and break the window. Remove the glass. Place a coat, blanket etc... over the window to prevent culls and use the window as the escape route. The client will be the first person out of the window.
• HOW TO EVACUATE FROM SECOND FLOOR

If working in a facility, follow the facility’s evacuation plan from the second floor.

If working in a private residence, then first try to use the residence stairway to escape to the first floor. If the stairway is blocked by fire, then go to the second floor room that is farthest from the fire with a door that closes. Close the door and stuff linens in the cracks. Keep the window closed. If you are able to make a phone call, call 911 and tell them what room you are in. If you are unable to call, open the window enough to drape and hold firm a preferably white piece of fabric cut the window to notify fire department which room you are in.

If smoke begins to fill the room, your are in danger of your life and firefighters have not yet arrived, then you and the client may have to jump from the second story room.

Open or break the window by taking an object to break the window, place blanket or cloth item over the broken window before exiting. Have the client jump first, feet first and with instructions to try and bend the knees and then roll on impact. Do not attempt to jump from a room higher than the second window, unless there is turf or foliage beneath you.

• EVACUATION OF A NON AMBULATORY CLIENT

Use evacuation devices if they are available.

If evacuation devices are not available, use the heaviest spread or blanket you can find and roll the client onto the center. If you have a helper, one party holds the portion of the blanket toward the head and the other party holds the portion toward the feet so that you can partially carry/drag the client in the blanket to safety. If you are working alone, then gently, head first, lower the blanket with the client in it onto the floor and drag to safety.

Either working alone or with a helper, if there are steps to descend, drag the blanket with the client on it head first, down the steps, making sure that the head and shoulders are kept off the surface of the steps.

• SAFETY PRECAUTIONS

When traveling through smoke, keep low. Smoke and heat rises. If possible crawl across the floor if necessary and remain low to the floor.

Do not run or allow client to run into smoke filled rooms.

When going through smoke, cover the face from the nose down.

   Do not touch or allow the client to touch anything, watch for falling debris, wires, etc...
TEST FOR FIRE BLAST

Do not open a door into an area where suspected fire might be, even if the door does not feel warm. Do the following before opening the door. Should a fire be on the other side, this test will aid you in closing the door instead of letting the blast of fire through:

Brace your shoulder against the door.
Brace your foot against the door.

Place one hand on the doorknob and place one hand along the door opening about head level, open the door slowly and be sure the face is turned away from the door opening.

If smoke seeps through, close the door immediately.

Place a blanket, coat, etc., under the door to prevent smoke from entering the room.

EDUCATION

Independent contractors working within a client’s home are to review floor plan/exits at time of placement in client home. Become familiar with all aspects of fire safety as it may apply to your client and client’s home.

If independent contractor is working with a client that lives within a Home Care Residential Facility check with the facility for a copy of their fire response plan.

Independent contractors will read required OSHA Emergency Preparedness SOP’s within 10 days of hire, when a significant revision occurs and annually thereafter per OSHA rules and regulations.

REFERENCES

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<tr>
<td>Unite Spinal Association Brochure</td>
<td>Fire Safety for Wheelchair Users at Work and at Home.</td>
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<td>S5-10R2</td>
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• **PURPOSE**

To establish Dignity Care’s policy and procedure for independent contractors’ response to an emergency **SEVERE WEATHER AND TORNADO** situation when working at a client’s home.

• **RESPONSIBILITIES**

  • Dignity Care’s independent contractors must know where the safest locations are within the client’s home, in the event of severe summer weather and/or tornado.

    Tornado
    Severe hail storm
    Severe lightening storm

• **PROCEDURE**

In the event of a severe hail storm stay away from all windows and skylights.

In the event of a severe lightening storm, stay away from all windows and skylights, stay inside the building and turn all lights and electrical equipment off.

If the client is using a compressor unit for oxygen, turn off the compressor and place client on portable oxygen unit until the storm is over.

In the event of a tornado

Listen for air raid sirens warning of tornado approach.

Stand away from all windows and skylights and stay inside the building.

Turn off all lights and electrical equipment. Place the client on a portable oxygen unit and turn the compressor off.

Go to a bathroom or room that does not have windows or skylight. Remain there until air raid siren stops.

**NOTE:** Be prepared ahead of time and have a flashlight and transistor radio easily assessable.

If you and the client are unable to reach a sheltered area, take refuge under a desk or something that appears sturdy. If you are not able to find
a sturdy object for protection, lie on the floor with your hands covering the back of your head. Have the client do the same.

If the client has dementia, gently take their hand and lead them to the appropriate shelter. Reassure the client until you are able to leave the shelter area.

If the client is non ambulatory, place them in their wheelchair and go to a sheltered area.

After air raid sirens stop, check for injuries to both you and the client.

If you are injured or the client is injured, contact your care manager for further instructions.

- **EDUCATION**

  Independent contractors working within a client home are to review floor plan and note rooms that are free of windows and skylights.

  If the independent contractor is working with a client that lives within a Home Care Residential Facility check with the facility for a copy of their Tornado Response Plan.

  Independent contractors will read required OSHA Emergency Preparedness SOP's within 10 days of hire, when a significant revision occurs and annually thereafter, per OSHA rules and regulations.

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PURPOSE
This procedure establishes Dignity Care's policy for Emergency Response to a snowstorm/blizzard.

RESPONSIBILITIES
Dignity Care's independent contractors are expected to make significant efforts to report to work. If staff shortages occur due to transportation problems, available staff may be called upon to perform outside their normal job description, in order to provide for essential client care needs.

The Administrator will make the final decision for implementing this procedure.

PROCEDURE
If independent contractor is at client's home, remain there until replacement arrives or you are contacted by Dignity Care.

Independent contractor unable to report for work contact Emergency Pager Number 303-765-8488 for further instructions regarding client services.

Administrator, scheduler or office manager will contact independent contractors (using the Dignity Care phone directory) with further instructions.

EDUCATION
If independent contractor is working with a client that lives within a Home Care Residential Facility, check with the facility for a copy of their Snow storm policy.

Independent contractors will read required OSHA Emergency Preparedness SOP's within 10 days of hire, when a significant revision occurs to the document, and annually thereafter per OSHA rules and regulations.

DEFINITIONS
Snow Storm/Blizzard – Low temperatures, heavy snowfall and high winds that blow into drifts.

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