

Cornerstone Behavioral Healthcare

PM.35 Disaster and Evacuation Plan

A. Natural Disasters and Man-Made Disasters, or other Serious Events

1. Risk Assessment

a. Natural Disasters

i. Maine suffers from the following natural disasters

- Storms: Snow, Rain and Hurricane Events - high risk
- Floods – moderate risk
- Minor Earthquakes – low risk
- Wildfires – low risk for our offices

b. Man-Made Hazards:

- i. Industrial Accidents – low risk for our industry
- ii. Transportation Accidents – moderate risk with transportation of clients by staff
- iii. Building Fires – moderate risk
- iv. Power Outages – moderate risk. We are located in New England and power outages occur frequently
- v. Active Shooter – moderate risk

c. Health Emergencies

- i. Pandemics and Public Health Emergencies– moderate risk

d. Critical Infrastructure

- i. Internet – low risk
- ii. Offices – low risk

2. Natural Disasters

- a. In case of Natural Disasters, the CEO or designee will evaluate the event for risks to clients and employees. They will decide if the office needs to close and will arrange to notify employees and clients accordingly. After the natural disaster has abated, the CEO or designee will evaluate the risk of reopening services, and act accordingly. If required, the organization will follow the recommendations of any government agency that has oversight over the natural disaster.

3. Man Made Hazards

a. Industrial Accidents:

- i. Cornerstone Behavioral Healthcare (CBH) has a low risk in regard to industrial accidents. We are a social services company and have no manufacturing or industrial processes.

b. Transportation Accidents

- i. CBH provides limited transportation to clients. We require the employee providing that transportation to have an annual inspection, proper vehicle insurance, a clean driving background check, and a valid license in the State of Maine.

c. Building Fires

- i. All staff and clients should immediately follow fire procedures.
- ii. Tenants, staff, and clients should report to the location's designated assembly area.

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iii. DO NOT RE-ENTER THE BUILDING UNTIL THE FIRE DEPARTMENT DETERMINES THE BUILDING IS ALL CLEAR.

iv. Fire Procedures:

- Emergency exit routes have been placed in all offices. Please become familiar with the route applicable to your office and the location of the closest fire alarm.
- The first person to notice a fire will activate the fire alarm
- When the fire alarm goes off, all clients and staff should exit the building by way of the published fire escape plan. DO NOT waste time shutting off computers, closing windows or doors. If you are leaving your office, and it's easy enough to close the door without wasting any time, do so. If not, evacuate as quickly as possible in orderly fashion.
- Once outside, proceed to the designated assembly point. Each agency/tenant is responsible for accounting for their own staff and/or clients.
- Tenants, staff, and clients may not re-enter the building until approval is given by the fire department.
- A fire drill will occur at least four (4) times a year at the discretion of the CEO or designee.

d. Power Outage:

- i. CEO or designee shall call the electric company to inform them that the power is out and inquire as to the probable duration of the outage.
- ii. Depending on the length of the outage, the CEO or designee will decide whether the offices will be closed for the duration of the outage. Battery powered emergency lighting is designed to illuminate paths of egress for approximately 45 minutes. The purpose of this emergency lighting is to guide orderly evacuation, not provide task lighting in offices. Once battery-powered lighting is exhausted, natural daylight might be unable to reach some interior spaces, impeding safe evacuation, becoming more pronounced as the day goes on. This must be taken into consideration as decisions regarding closing are being made during a power outage.
- iii. It is important that employees ensure the safety of their clients (e.g. assist them down the stairs, etc.)

e. Active Shooter:

i. Outside of building

- Use "Page All" button on phone to alert all CBH staff of outside threat
- Shelter in place behind locked suite and office doors, taking clients in your vicinity with you

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- Call 911 if possible
 - Remain barricaded until “all clear” is received from law enforcement.
 - ii. Inside of building
 - Use “Page All” button on phone to alert all CBH staff of active shooter
 - Evacuate if there is an accessible path to do so
 - i. Call 911 once you are safe
 - If evacuation is not an option, or if you are uncertain about the location of the threat and fear an encounter, hide yourself and those in the immediate vicinity behind a locking door, with no windows if possible, and lock it.
 - i. Reinforce by barricading the door with heavy furniture
 - ii. Silence cell phone, turn off any source of noise, and stay quiet
 - iii. Call 911 once it seems safe to do so. If it seems unsafe to speak to 911 personnel, call and leave line open so they can hear
 - iii. Additional information is available on this pocket card from Homeland Security
https://www.dhs.gov/xlibrary/assets/active_shooter_pocket_card.pdf.
- B.** Security of medication and records
- 1. Security of medication: see Section 15 Medication Administration
 - 2. Security of records: see Section 11 Closure Policy
- C.** Safety of clients and staff: see PM35 Disaster and Evacuation Plan
- D.** Notification of closure plan for staff and clients: If office needs to close, staff and clients will be notified via telephone and or text, why and duration.
- E.** Public Health Emergency (PHE): we will follow guidance from state and federal government in the event of PHE
- F.** How medication will be dispensed in the case of an emergency: see Section 15 Medication Administration

Frank Willard

CEO

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Date