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Environmental Safety

POLICY

It is the policy of Detroit Wayne Integrated Health Network (DWIHN) that the DWIHN and its Provider Network have a written Environmental Safety Policy and Written Plan.

PURPOSE

The purpose of this policy is to provide direction to ensure the DWIHN and its Provider Network have a written Environmental Safety Policy that provides a safe, risk-free environment to members and staff.

APPLICATION

1. The following groups are required to implement and adhere to this policy: DWIHN Board, DWIHN Staff, Contractual Staff, Access Center, Network Providers, Mobile Crisis Stabilization Team, and Credentialing Verification Organization (CVO)
2. This policy serves the following populations: Adults, Children, I/DD, SMI/SEI, SED,SUD, Autism
3. This policy impacts the following **contracts/service lines** : MI-HEALTH LINK, Medicaid.SUD, Autism, Grants, General Fund

KEYWORDS

1. Service Provider
2. Incident
3. Office of Recipient Rights (ORR)
4. Subcontractor

STANDARDS

1. DWIHN Responsibilities:
 - a. DWIHN has established and implemented a written emergency policy and plan that clearly establishes procedures that address potential emergency situations that may affect the functioning of the agency.
 - b. DWIHN has implemented written protocols to respond to the following situations:

1. Medical Emergencies
 2. Fire Emergencies/Safety
 3. Natural Emergencies
 4. Tornado/Severe weather
 5. Gas Leak
 6. Hazardous Materials Incidents
 7. Elevator Failure
 8. Emergency Organization
 9. Utility Failure/Building Closure
 10. Bomb Threats & Suspicious Packages
- c. DWIHN has a responsibility and obligation to each employee, visitor to take necessary steps to protect their safety and well-being.
 - d. DWIHN shall ensure that all staff complete initial organizational emergency plan training.
 - e. DWIHN shall ensure all of the following by conducting inspections and drills with written analysis according to a predetermined frequency. All drills are analyzed for performance improvement, need for additional training etc.
 1. Unannounced Emergency Evacuation Drills shall occur not less than four (4) times each year (i.e., quarterly).
 2. DWIHN offices are equipped with fire suppression devices as required by local fire marshal.
 3. DWIHN offices are equipped with the proper smoke/fire notification system as dictated by local building requirements and following the Life Safety Code.
 - f. A copy of all inspections and drills analysis/reports are reviewed by the DWIHN Board and the Chief of Staff.
2. Service Provider Responsibilities
 - a. Service providers shall implement a written emergency plan for each site providing services and/or treatment to members with Developmental Disability, Mental Illness and/or Chemical Dependency.
 - b. Service providers shall develop written protocols to respond to the following situations:
 1. Medical Emergencies
 2. Fire Emergencies
 3. Natural Emergencies
 4. Severe weather such as tornadoes
 5. Chemical Disasters
 6. Bomb Threats/Terrorism
 7. Active Shooter Incidents
 - c. Service providers shall establish and implement written plans that address the following areas:
 1. Evacuation
 2. Maintenance of the physical plant, including the HVAC (Heating, Ventilation and Air

conditioning) System

3. Fire suppression systems (i.e., smoke detectors, alert systems, sprinkler systems, fire pumps, fire extinguishers)
 4. Medical Equipment Maintenance
 5. Material Safety Data System (MSDS) Requirements
 6. Safety Issues related to Essential Utilities, such as electricity, gas, telephone and water
 7. Security of the members and physical plant
 8. Storage and Disposal of Hazardous Materials
- d. Service providers shall have a written preventative maintenance program and document maintenance activities.
- e. Service providers shall ensure that all personnel at each program site complete initial training in the organizational emergency plan.
- f. Service providers shall ensure all of the following by conducting inspections according to a predetermined frequency:
1. Unannounced Emergency Evacuation Drills shall occur not less than four (4) times each year (i.e., quarterly).
 2. Each program site is equipped with fire suppression devices as required by local fire marshal.
 3. Each program site is equipped with the proper smoke/fire notification system as dictated by population type, local building requirements and following the Life Safety Code.
 4. The environment is in good repair and contributes to an accident-free work place.
- g. Service providers shall have professional fire safety inspections conducted not less than once every three years and shall report findings to the service provider's Quality Improvement Department. This includes those service providers that lease space in a building occupied by other tenants.
- h. Service providers shall conduct and document monthly fire safety checks of the following:
1. Fire Doors
 2. Exits
 3. Fire Extinguishers
 4. Automatic Sprinklers (if applicable)
 5. Smoke Detection System
 6. Vehicle Safety Equipment
 7. Carbon Monoxide Sensor or Alarm
- i. Service providers shall notify the DWIHN immediately by telephone or fax whenever a fire-related injury occurs at a program site or when the site is unusable due to a fire related incident. The telephone or fax notification shall be followed by a written incident report within 24 hours of the incident and the completion of a Critical/Sentinel Event - Environmental Emergency in MH-WIN.
- j. Service providers shall submit a Smoke/Fire Incident Report to the DWIHN within 48 hours of a smoke/fire incident where no injuries occurred and the building can remain open.
- k. For members who through self-determination have elected to live in their own home or a boarding

home, or those members that reside in their own home, the case manager and/or supports coordinator shall educate the member on environmental safety and risk factors. The case manager and/or supports coordinator shall document these activities.

QUALITY ASSURANCE/IMPROVEMENT

DWIHN shall review and monitor contractor adherence to this policy as one element in its network management program, and as one element of the QAPIP Goals and Objectives.

The service providers quality improvement program must include measures for both the monitoring of and the continuous improvement of the program or process described in this policy.

COMPLIANCE WITH ALL APPLICABLE LAWS

DWIHN staff, and service providers are bound by all applicable local, state and federal laws, rules, regulations and policies, all federal waiver requirements, state and county contractual requirements, policies, and administrative directives, as amended.

LEGAL AUTHORITY

1. A. Department of Licensing and Regulatory MIOSHA-STD-1600 (10/15)
2. B. Michigan Mental Health Code, Public Act 258 of 1974 as amended
3. C. Adult Foster Care Licensing Act 218 of 1979
4. D. Michigan Department of Health and Human Services Substance Use Disorder Service Program, R 325.14423

RELATED POLICIES

1. Incident Reporting Policy
2. Reporting of Consumer Critical/Sentinel Event and Death Policy

RELATED DEPARTMENTS

1. Administration
2. Compliance
3. Legal
4. Managed Care Operations
5. Quality Improvement
6. Recipient Rights
7. Substance Use Disorders

CLINICAL POLICY

No

INTERNAL/EXTERNAL POLICY

External

Attachments:

[evac and procedure plan for milwaukee -.docx](#)

Approval Signatures

Approver	Date
Dana Lasenby: Chief Clinical Officer	12/2019

DETROIT WAYNE MENTAL HEALTH AUTHORITY BUILDING EMERGENCY POLICY

EMERGENCY SITUATIONS AND EVACUATION

The purpose of this plan is to have clearly established written emergency plans and procedures that address potential emergency situations that may affect the functioning of this Authority.

Detroit Wayne Mental Health Authority has a responsibility and obligation to each employee, and visitor to take all the necessary steps to protect their safety and well-being. Comprehensive internal and external inspections are completed of the facility to enhance and maintain our organizations health and safety practices. There are emergency procedures in place that satisfy:

- The requirements of applicable authorities
- Demonstrate practices appropriate for the local
- Are evidenced in writing

Being prepared and knowing what to do to assist the public and employees in how to respond in emergency situations involving building emergencies. The Authority policies regarding safety and emergency plans will be provided to staff for review by this agency. Information and training will be provided to reduce physical risks to persons served and personnel. Staff will also become acquainted with the evacuation and various emergency procedures through the use of drills. Tests of the emergency procedures are conducted at least once a year and will include actual or simulated evacuations, practicing emergency procedures to aid in our ability to respond to actual emergency situations. A written analysis will be conducted after each drill to review the effectiveness of each evacuation. The drills are analyzed for performance improvement, need for additional training, etc. A copy of the analysis is to be reviewed by the Board and the Chief of Staff.

Emergency Telephone Numbers

Fire, Police, Ambulance, Poison Control (emergency) ☐ 911

Poison Control (non-emergency) ☐ 1-800-222-1222

Elevator Company ☐ Kone Elevator ☐ 1-734-513-6944

Electric Company ☐ 1-800-477-4747

Detroit Thermal ☐ Steam ☐ 313-921-1922

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Emergency Office Procedures

What is a workplace emergency? It is any situation that may require on-site emergency medical care.

Emergency Office Procedures are critical whether your Office staff consists of a few employees or a few hundred. We may never experience the need for an evacuation, or the need for medical attention. But it can occur, and it only takes once, to realize how important being prepared is to the employees and management of the Detroit Wayne Mental Health Authority. These are procedures that will help assure that preparedness.

The Most Important Step: □□□□□

Management and Employees alike must call 911 at the first sign of an emergency, other emergency contact managers and employees can be notified afterwards. Time is of the essence—make sure the local emergency staff (First Responders) is en-route. Instruct each employee to call never assume that someone else has already called 911.

Designated Emergency Contact Persons

The designated contact persons should be notified after 9-1-1 has been called not before. The Designated Contact person should also call 911 to make sure that the proper information has been given to Emergency personnel and First Responders. All designated contact personnel should take a head count once everyone is together to make certain all staff is accounted for and there should be a written report documenting the incident.

OSHA Standard of Care

The type of emergency will determine how quickly the office response team must react. OSHA Medical and First Aid Standard 29CFR 1910.151 says, "that for a life-threatening emergency such as cardiac arrest, choking or profuse bleeding, on-site life support services must begin within the first three to four minutes and continue until professional help arrives. With non-life threatening emergencies, teams must provide first-aid services within 15 minutes of incident. Emergency response teams should receive First Aid and Cardio Pulmonary Resuscitation training. And to provide for older employees or those

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with known heart conditions, Automated External Defibrillator training is recommended as well.

Check Call Care

No matter what type of emergency, medical procedures focus on three basic steps, as identified by the American Red Cross call, Check-Call-Care.

The first step is to secure the scene and check the injured person.

For example you might turn off malfunctioning machines and equipment, find and turn off the source of a gas leak, or secure items that appear ready to fall. Next check the injured person. Starting at the persons head, look for any cuts, bleeding or bruises. Feel his/her forehead for temperature, check his/her skin color and note whether the person is sweating. Check the limbs and torso for injuries and listen for signals of pain. Watch for changes in consciousness and look for signs of breathing trouble.

If the situation is serious or life-threatening the next step is to call emergency 911. Then provide life support and/or first aid services.

First Aid and CPR

Treat non-life threatening injuries, such as minor cuts or burns with common first aid procedures. For example, cover open wounds with sterile dressing and apply direct pressure to control or stop bleeding. Treat minor burns with cold running water and a loose, sterile dressing. For serious emergencies, such as choking, response teams should know how-when to administer back-blows and perform the Heimlich maneuver, which is a series of abdominal thrusts.

CPR is a combination of chest compressions and rescue breaths that help oxygenate and keep the blood circulating to vital organs. When giving CPR the standard is to repeat a cycle of 30 compressions and two rescue breaths until help arrives or defibrillation begins.

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Cardiac Emergencies

The Chain of Survival as is designated by the American Red Cross is the steps in sequence that are necessary for everyone to follow if an employee suffers sudden cardiac arrest. Early intervention includes calling 911, administering CPR and if available using an AED before medical assistance arrives. Making sure emergency response teams understand the chain of survival is critical because as the Red Cross notes, for every one-minute delay in starting emergency procedures, the chance of the person surviving decreases by 10 percent.

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Localized Building Emergency – Heart Attack/Use of Automated External Defibrillator

Cardiac Emergency Response Plan

The AEDs will be placed on three floors within the DWMHA administrative building to facilitate the usage of the AEDs during an emergency four (4) teams are recommended to be trained in CPR/AED emergency response operation. Each team is to consist of three (3) persons who are reliable and comfortable in performing the duties with (2) alternates, to initiate actions to assist a cardiac arrest victim. Three teams will be located on the floors where the AEDs are publically display in the kitchen area, centrally located on each floor. The Fourth team is to be made up of members from the other two floors with two from each floor with alternates to match them and two members of the building security personnel to aide in the time of need. That will cause the Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) team to consist of 21 dedicated persons for primary response. It recommended further that as many persons assigned to the building as possible be current in at minimum CPR.

The recommended best practice for AED use is as follows:

1. A worker collapses in the office from what may be cardiac arrest.
2. According to the AHA's chain-of-survival process, someone should immediately call (911) emergency medical services, and an employee trained in cardiopulmonary resuscitation (CPR) should assess the victim. If the worker shows no breathing and no pulse, the trained employee should start chest compressions and ventilations (i.e., CPR).
3. For the person experiencing a sudden cardiac emergency where the heart goes into ventricular fibrillation – a sudden electrically abnormal state – the only way to try to prevent death, which will occur very quickly, is to use a defibrillator. A fibrillating heart will not permit adequate circulation even if CPR is performed perfectly, according to the AHA.
4. Follow the instruction in the case for placement of the defibrillating pads on the victim's chest. Once the defibrillation pads are applied to the chest, the AED analyzes the heart rhythm and prompts the rescuer to deliver a shock only when necessary. If either breathing or a heartbeat is present, an AED will not allow the rescuer to shock the victim.

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The Food and Drug Administration (FDA) allows that, AEDs are expected to last five (5) to ten (10) years—most are never used.

Because of non-use problems that can occur include—it is recommended that a maintenance contract be developed with the manufacturer to maintain and replace the AED as necessary. Based on the expected five year indication of life expectancy.

Good Samaritan Protection

Covers, Rescuer—Purchaser—Property owner—Physician and Trainer

An individual who having no duty to do so in good faith voluntarily renders cardiopulmonary resuscitation and /or services to another individual using an automated external defibrillator is not liable in a civil action for damages resulting from an act or omission in rendering the cardiopulmonary resuscitation, except an act or mission that constitutes gross negligence or willful and wanton misconduct.

Laws

Act 312 (2014) an act to protect and promote the public health.

Places protocols to ensure that each life support vehicle—is equipped with an automated external defibrillator and that each emergency services personnel is properly trained to utilize the automated external defibrillator. Provides protection for responders using an AED without an act or omission resulting in gross negligence or willful misconduct.

HB 4436 (2009) a bill stipulating that if additional funds are available in the budget, that automated external defibrillator grants, EMT training and support, be provided.

HR 0330 (2002) A resolution urging the Department of Community Health to start a public information campaign about the importance of AEDs.

HB 4420 (1999) establishes Good Samaritan protection.

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Audible Building Alarms

In regard to the City of Detroit Fire Prevention Code it covers in Article VII, sec23-7.1 & 7.2 & 7.4 as listed the needs regarding alarm usage. It Covers audible alarms and their requirements in businesses and buildings of this type at Milwaukee. The International Fire Code 707 B class building classification as well defines the use of "audible alarms" in buildings which stand a height of eight-four feet above grade. At its highest point 707 Milwaukee stands between 65 and 73 feet from grade. This exempts it from the requirement to have voice as well as sound required alarm system. But, the upgrade in the sprinkler system and the use of upgraded detection system make the use of a voice and sound system more compatible to the law requiring the upgrades already instituted. In short a Public Address system would complete and meet the equipment already placed by stipulation.

Evacuation Route Diagrams

As a part of the emergency preparedness plan for evacuating the building, the facility has a safety diagram that informs the employees, visitors and others of the following:

- A map indication from where you are standing your position on the map
- Fire extinguisher location
- Exit locations
- Handicap accessibility
- Fire alarm pull stations
- Assembly area locations
- Route of primary and secondary egress

NOTE: Evacuation route diagrams are located in the main hall way on each floor directly across from the elevator bank in the refuge assembly area.

Fire Extinguishers

A minimum of four (4) all-purpose "ABC" dry chemical fire extinguishers are located on each floor of the building. Additional extinguishers will be found in any kitchen or kitchenettes located on corresponding floors. All fire extinguishers are professionally

inspected annually. If you use or discharge an extinguisher for any reason, please notify the Chief of Staff office so we can recharge or replace the extinguisher immediately.

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Fire Extinguisher use

Extinguishers should only be used on small fires (wastebasket-sized). If the fire is discovered while it is still small enough to be contained, take the extinguisher, stand back 8-10 feet from the fire and follow the **PASS SYSTEM**:

Pull the retaining pin.

Aim the nozzle at the base of the flames.

Squeeze the handle completely to discharge the dry chemical on the fire.

Sweep the nozzle from side to side. Go slightly beyond the fire area with each pass. Once the fire is out, wait before leaving the area. If the fire-ignites, you may need to make another application.

Fire extinguishers can generate a tremendous amount of smoke when used, so be careful- smoke contains noxious fumes. Since smoke inhalation is the major cause of fire deaths, cover your mouth and nose with a wet cloth whenever possible.

If it is not safe to use an extinguisher, begin evacuation procedures at once. Close doors behind you to contain the fire.

Fire Exit Drills

Life Safety Code the purpose of fire exit drills is to ensure the efficient and safe use of the exit facilities available. Proper drills ensure orderly exit under control and prevent panic which has been responsible for the greater part of the loss of life in the major fire disasters of history. Order and control are the primary purposes of the drill. Speed in emptying buildings, while desirable, is not in itself an object, and should be made secondary to the maintenance of proper order and discipline.

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□□□□□□□□ Fire exit drills, where required by the authority having jurisdiction, shall be held with sufficient frequency to familiarize all occupants with the drill procedure and to have the conduct of the drill a matter of established routine. Recommendation: that drills be held on a quarterly basis at varying times, with emphasis on orderly evacuation under proper discipline rather than upon speed.

Emergency Lighting

Emergency lighting is found in all hallways, stairways and exit discharge locations throughout.

What to do if Evacuation Chairs □stair chairs□are needed

For the mobility impaired it may be necessary to perform the following:

- If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using an evacuation stair chair or carry chair.
- Immediately contact emergency medical services to respond with a □stair chair□ to facilitate removal of a mobility impaired person.
- Notify them of the floor they are on and the location where they can be found.
- Assist anyone in need of the □stair chair□to the nearest stair landing if possible and avoid other evacuees. If not possible the safest area will be near the elevators. (never stand or wait directly in front of the elevators).

Emergency HVAC Dampers

The location at 707 Milwaukee has fire resistive rated floors and includes all the exceptions allowed in section 716.1-909.4 inclusive of the Michigan Building Code it also meets the requirements of the International Mechanical Code and the International Building Code. The Damper installations meet or exceed the Fire Damper Rating of a minimum of 1.5 hours to 3 hours.

Ventilation Pro□blems

If you smell odors coming from the ventilation system or should you hear the HVAC unit alarm:

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- Immediately notify the office of the Chief of Staff and or the Maintenance section and be prepared to evacuate.
- If the emergency dampers on the HVAC units are malfunctioning and smoke is present, notify the front desk to activate the evacuation alarm.

FRONT DESK DUTIES IN THE EVENT OF AN EMERGENCY

- Call 911
- Notify Administration of an alarm its circumstances and location
- Forward all calls
- Notify floor captains to begin evacuation procedures
- Initiate notifications and alarms that are not automated.

Utility Failure/Building Closing

If an electrical failure should occur, the following procedures should be followed:

- Stay calm and stay put. The emergency lighting and exit sign will come on. Reassure employees.
- Turn off your computer and all electrical appliances to prevent damage if there is a power surge once the electricity returns.
- Wait for instructions via the Office of the Chief of Staff, (Security) and or a designee.
- If you are trapped in an elevator during power failure, wait for assistance. Do not panic. Do not try to force the doors.
- Should an evacuation/closing be necessary, you will be verbally notified by a Floor Captains Security with a flashlight will be positioned to guide visitors, employees and the like out of the building.
- Follow the standard evacuation procedure (assist all handicapped individuals).
- If the problem appears to be long term then a decision to close the building should be made for safety concerns.
- Until further notice everyone should report back to work at the beginning of the next work day.

If there is a heating and cooling failure, the following procedures should be followed:

- Notify the office of the Chief of Staff of the location and floor number located by the corresponding thermostat, and the repair company will be notified.

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- If the temperature in the affected area becomes too uncomfortable, be prepared to move to an unaffected area of the building.
- If all of the HVAC system or units are affected, begin the process for closing the building.
- ☐☐This indicates that a ☐GO BO☐ will be located on each floor by the break rooms to supply the Floor Captains with flashlights, vests, clipboard etc.

Building Closing

If the building needs to be closed, assist those who are in need of it with help in securing transportation.

Notify all personnel that the facility is closed. Refer to Continuation of services plan.

Fire Safety Procedures

To reduce the possibility of fire:

- All petroleum products will be stored in approved containers and placed in a fire rated cabinet in the main storage room.
- All gas burning maintenance equipment will be emptied before being placed for storage in the main storage room.
- All Floor Captains will avoid the accumulation of flammable and combustible materials in their work areas.
- All electrical equipment that is not working or in need of repair will be unplugged.
- Throughout the building, the maintenance Supervisor will ensure that all heat producing appliances (i.e. coffee pots, etc.) are turned off at the end of the day.
- The use of supplemental heaters is not permitted in any part of the building.
- Electrical circuits are not to be overloaded

Suspicious Items

- Maintenance personnel and security shall do floor to floor sweeps to detect and isolate the location of ☐suspicious items☐ found in the hallways, aisles and other locations of the building. Once an item is discovered, Administration, the Floor Captains and the Front desk shall be notified for reporting and emergency directions purposes.

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Bomb Threats & Suspicious Packages

If receiving a bomb threat over the telephone:

- Stay calm and keep your voice calm.
- Keep the caller on the line as long as possible while completing the *Bomb Threat Report*.
- Attempt to get another staff person's attention to assist you in notifying the Chief of Staff's Office and Security and start the process of notifying the police. (This may be accomplished by passing a note to a co-worker).
- Report to your supervisor that you have just received a bomb threat, place in your report when you notified the supervisor.

- If the supervisor is not present, contact security and begin the reporting process.
- Be responsive to Security and the Chief of Staff's office and follow all instructions given.

- When speaking to the caller, pay close attention to detail. Obtain as much information as possible.

- If possible direct the caller to make their complaint to security or an administrator out of the Chief of Staff's office.

- *If you decide or circumstances dictate you take the call yourself*

If A Threat Call is received by Someone In the Building FRONT DESK ETC

1. Write down the date and time of the call.
2. Take notes, pay attention to details, ask as many of the following questions as possible:
 - When will it explode
 - Where is it right now
 - What does it look like
 - What kind of bomb is it
 - Where did you leave it
 - Did you place the bomb

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- Who is the target□
- Why did you plant it□
- What is your address□
- What is your name□

Listen to the caller's voice. Attempt to identify speech patterns (accent, tone)□Emotional state (angry, agitated, calm, etc.)□Background noise (traffic, people talking and accents, music and type, etc.)□age and gender.

Check your work area for suspicious items as you leave the area, do not touch suspicious items□Report them to the police.

Daily Practice

Visually check your work area at the start and end of every workday. Check room by room, and by sections: Floor to waist, waist to head, head to ceiling, ceiling tiles.

If you find a suspicious package:

1. Note where it is located, what it looks like and clear the area.
2. Advise your immediate supervisor.
3. If instructed, notify personnel to activate the Evacuation alarm and evacuate the building.

Tornado/Severe Weather

If there is a tornado watch for evidence of other severe weather in the immediate area, the Chief of Staff's office will instruct the building via the Public Address System and turn on the Severe Weather Alarm, once alerted:

- Remain calm
- Shut down your computer
- Quickly, collect personal belongings, if safe to do so, and take shelter by going to interior rooms of the floor, which have no windows.
- Escort any visitor the Severe Weather Shelter Area located on the second and ground floors. Close all doors. Upon arrival to the Shelter area, assume the most safe protected position (sit down with your back against the wall, cross your feet, place your head between your knees, and cover your head with your hands).
- Do not use the elevators, use the stairs. Assist disabled individuals as necessary.
- Explain the threat situation to anyone attempting to leave the building. Those insisting on leaving should be told that they are doing so at their own risk.

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- Remain in shelter until "ALL CLEAR" signal is given.

If instructed, notify personnel to activate the Evacuation alarm and evacuate the building.

The main shelter area is located on the first floor southwest rear hallway. There is a safe shelter location also located on the second floor main hallway in front of the restroom area.

Hazardous Materials Incidents

Once a hazardous material spill is discovered, the following steps shall be followed.

- Identify the area affected, the material spilled and if it applies the container it comes from.
- Identify your limitations in training and skills, required for handling the incident.
- Identify resources available to aid in cleaning up the product, such as labels and MSDS (Material Safety Data sheets) etc. All chemicals in bulk or exposure limit levels that are dangerous to life and health must have a material safety data form to indicate health and safety procedures if they are involved in an incident or spill.
- If the spill splashes onto person use decontamination steps, copious amounts of water from a bathroom sink removal of exposed clothing and seek immediate medical attention.
- If serious amount or serious chemicals are involved, follow label guide lines on product, reduce number of persons exposed, contact emergency medical services, and notify supervisor and Notify Chief of Staff's Office.

Elevator Failure

All elevators are covered under a maintenance agreement with the current elevator company.

Elevator Malfunctions/ No one onboard

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- If an elevator is not responding, not functioning properly or making unusual noises, notify the Building Maintenance head and Chief of Staff's Office who request service from the elevator company.
- The Building Maintenance head assigned by the Chief of Staff's office will ensure that a sign is posted on the elevator door on all floors indicating that the elevator is **Out of Service**. The sign will also indicate who contact for further information if necessary. For all handicapped persons the Maintenance head will make arrangements for their safe movement to the main floor.
- If necessary, the receptionist will make an announcement over the Public Address system that the elevator(s) is **Out of Service** if necessary.

Elevator Malfunction with Persons onboard

- If someone is trapped in an elevator, phone 911. In the interim if there are circumstances that create a medical emergency contact the Fire department via 911. Further notification will be needed to the Elevator company for any repairs.
- The elevator control panel is equipped with an alarm button, press the button. Inform the responding personnel of the situation and ask them to contact the Building Maintenance office, Chief of Staff's Office and Emergency Services (Fire).
- Wait for assistance.
- Reassure the ones in need and continue to ascertain that everyone onboard is okay and tell them that help is being summoned. Stay with those trapped on the elevator until help arrives.

Emergency Organization

The Building Emergency Team consists of the Chief of Staff's coordinator, pre-appointed Floor Captains and Building Security. All of which are given assigned tasks in the event of an emergency. It is important for all building staff to be familiar with these key personnel and follow their directions in a timely and organized manner.

The Floor Captains:

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- Captains will be initially concerned with the avoidance of panic. It is extremely important to respond in a calm and orderly manner and imbue this attitude in those whom they are assisting.
- Each floor of the building shall be under the direction of a designated Floor Captain(s) for evacuation of occupants in the event of a fire or other emergency.
- Monitor the corridors on assigned your floor and ensure personnel are moving toward the exit.

Check restrooms on assigned floor to ensure they have been evacuated.

- Make sure fire doors on enclosed stairways and exits are closed and not blocked open.
- Assist and/ or direct employees with limited mobility, either to evacuation assembly area or downstairs if able to negotiate stairway.

(Note: To mark a checked location place a chair across the shut doorway entrance to the floor)

- Leave the building as soon as possible and proceed to assigned outside Evacuation Assembly Area. Report presence of anyone still on your floor, or suspected to be on the floor, and areas that you were unable to check to the Coordinator.
- Prevent re-entry into the building until emergency responders or Building Coordinator announces the all-clear signal.
- Collect information on building occupants known or suspected to still be in the building from Floor Captains. Captains must be able to identify their fellow employees, especially those who are or may become incapacitated. This shall be done during the planning phase to assure the safety of personnel during the actual emergency.
- Meet emergency responders at building entrance (one Captain designated to meet with officer in charge)
- Report information on occupants needing assistance (rescue) to evacuate and other personnel or visitors suspected to still be in the building to emergency responders.

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- Assist emergency responders from the fire department in gaining access to the building as needed.
- Maintain communication between the emergency responders and Chief of Staff Office.
- Transmit the All-Clear signal to Floor Captains or other building emergency evacuation personnel.
- Conduct post-emergency meeting if necessary.

General Evacuation Procedure

Any time the fire-alarm system is activated and/or upon notification by Security and/or other emergency response personnel, everyone is required to evacuate from the building. This policy applies to both emergencies and drills, and must be followed by all employees, visitors, including individuals with disabilities.

Note: special considerations may need to be made in emergency situations for individuals with disabilities. How an individual with a disability responds to an emergency depends on the type of emergency, the specific disability, and the location of work, and or meeting within the building.

In planning for an evacuation, all individuals should know the layout of the building and any floors that they might frequent. Know where the stairs, egresses, and fire extinguishers are located. Determine in advance, the nearest exit from your work location and the route you will follow to reach that exit in an emergency. Know the locations of alternate exits from your area.

When you work in an office, you should know exactly how many doors you will pass along your evacuation route before you reach the nearest exit door. In heavy smoke, exit signs may be invisible. Even in heavy smoke, you can count the number of doors as you pass, so you will know when you reach the exit door.

ALARMS SOUNDED WITHOUT EMERGENCY INDICATION

These are normally false alarms and or malfunctioning alarm systems

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Once the alarm is sounded, quickly collect your personal belongings relocate to the main hallway where the Assembly Area is designated in front of the elevators (eastside of the building). Remain in the corridor awaiting the direction sent via the Public Announcement system, once you are advised as to the situation and what actions to take be responsive to the protective action orders issued immediately under the direction of Floor Captains and Security.

All personnel located on the **first floor** are to move quickly to the Assembly area (area of refuge), located in front of the elevators while Security ushers you out of the building **directly out of the front door** and your Floor Captain follows to insure that everyone on the first floor is evacuating. You will be directed to the parking lot. Once there the Floor Captain will compose the evacuees in a manner that keeps them safe from the streets and close enough together to be accounted for by check off (personnel checklist, pre-set for signing). Everyone is to remain at the Assembly Area until the All-Clear signal has been given.

All personnel located on the **Second floor**, are to move quickly to the Assembly Area (area of refuge), located in the second floor lobby. It extends from one end of the lobby to the next length wise, directly in front of the elevators and the restrooms on this floor.

The Floor Captain, will then direct employees to evacuate to the rear of the building using the **rear Southeastern stairway** Security will direct the evacuees down the stair well to the exit leading to the **Parking Lot**

All persons shall be moved to the far side of the lot for safe keeping, while the Floor Captain determines by checklist whether all persons have reached the place of Assembly. Everyone is to remain in the Area of Assembly until the All-Clear signal has been given.

All personnel located on the **Third floor**, are to move quickly to the Assembly Area located in front of the elevator banks, then move along the center hall way to the **Southwestern side** of the building and proceed down the **Southwest stairway** Under the direction of Security and the Floor Captain continue to the ground exit and exit to the **Southern Parking Lot**, located directly across to the rear of the building.

All persons shall be moved to the far side of the lot for safe keeping, while the Floor Captain determines by checklist whether all persons have reached the place of

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Assembly. Everyone is to remain in the Area of Assembly until the All-Clear signal has been given.

All personnel located on the **fourth floor**, are to move quickly to the Assembly Area located directly in front of the elevator banks, then move when directed quickly to the south end of the floor to the **Southwestern stairway**, to exit the building. Once reaching the exit, Security and the Floor Captain will direct you to the **Western Parking lot located across Third Street**. All persons shall be moved inside the parking lot area for safe keeping, while the Floor Captain determines by checklist whether all persons have reached the place of Assembly. Everyone is to remain in the Area of Assembly until the All-Clear signal has been given.

All personnel located on the **fifth floor**, are to move quickly to the Assembly Area located directly in front of the elevator banks. Under the direction of Security and the Floor Captain, proceed to evacuate down the **North stairway** to exit the building

through the **main door**, Security and the Floor Captain will direct all personnel to the **Eastern Parking Lot**. Once in this lot located adjacent to the building on Milwaukee Street everyone is to move away from the building. Where then the Floor Captain will

determine whether all persons have reached the assembly point. All personnel are to remain in the Assembly Place until the All-Clear signal is given.

ALARM SOUNDED WITH FIRE INDICATED

Sound the alarm using one of these methods:

1. Manual pull station in hallway
2. Emergency telephone (if) located in hallway
3. Dialing 911 from your telephone

Remove the injured from the area of the fire to a place of refuge, to temporarily secure them until help arrives, preferably behind a fire door.

Attempt to isolate the fire, to prevent spread if possible and to prevent smoke spread by closing all doors in the affected area.

Evacuate the area immediately, especially the vicinity of the fire.

With a known fire evacuate the following floors with priority:

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- **Fire Floor**

The Floor Captain(s) will immediately evacuate the fire floor. The occupants shall be taken a minimum of two (2) floors below the fire floor, or to the lobby if closer. (Please refer to evacuation plan above if possible). After the completion of the evacuation the Floor Captains shall notify the Fire Command Station in the Main Lobby.

- **Floor above the Fire**

If the Fire Alarm sounds on your floor and there is no evidence of a fire, immediately contact the Fire Command Station located on the Main Floor in The Lobby. Request the location of the fire floor and ensuing instructions for action, before evacuating employees. (The Fire Command Station and or Fire Box are the control for the Smoke detectors and Sprinkler System that will indicate to the Fire department what zone location the fire is located. The Fire Chief and His/ Her staff can operate. It is recommended that Maintenance personnel should be trained by the manufacturer to reset the station.

Once it has been determined that your floor is the floor above the fire (via communication with Command in the Lobby), the floor occupant(s) shall be evacuated a minimum of two (2) floors below the fire, or to the lobby if closer (please refer to the floor evacuation plan above). After completion of the evacuation the Floor Captain(s) will notify the Fire Command Station in the Lobby.

While partial evacuation is an option the Authority options to always fully evacuate from the building

- **Floor below the Fire**

If the Fire Alarm sounds on your floor and there is no evidence of fire, immediately contact the Fire Command Station located on the Main Floor in the Lobby, for fire location and instructions before evacuating the floor occupants.

Once it has been determined that your floor is the floor below the fire (via contact with Fire Command Station) located in the Main Lobby, the floor occupants are to be

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evacuated a minimum of two (2) floors below the fire, or to the lobby if closer. After completion of the evacuation the Floor Captain(s) shall notify the Fire Command Station in the Lobby. (Normally the Fire department will set themselves up in the lobby).

Please note: If phones to the lobby that are connected to the fire control panel do not exist. Then Fire Captains and Security are to use two-way radios to accomplish the level to ground communications, for evacuation. Otherwise the P. A. system will have to orchestrate the incident using instead one way communication.

Evacuation under normal fire conditions shall be DOWNWARD. If conditions arise that do not permit downward evacuation remain where you are emergency assembly point and advise the Fire Command Station of the situation you are faced with. Upward evacuation should only be used when instructed to do so by the Fire Command Station operatives.

The Floor Captains shall keep the Fire Command Station informed of the changing conditions and the direction of the evacuation and the location of the evacuees.

In the absence of a fire command station, the Floor Captain(s) or employees on the floor should notify the Receptionist, building Security, or building Management of the fire location and severity.

Continuation of Essential Services

Should the building be rendered unusable, complete access to any and all Provider/Consumer record(s) is available through the IT Department and its cloud system for record maintenance.

The Physical Plant should it be rendered unusable, essential core services usually provided at the Administrative offices will be handled via the Chief of Staff's office through the Supervisors acting as satellite offices at remote locations via computer until the main office is up and running again. (Subject to Review).

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Recommendations:

□□□□□□□□□□: The sprinkler system and alarms should be set up for annual inspection and testing with a qualified sprinkler contractor to ensure the system and alarms are working properly, it is recommended that a main drain test and inspectors test be done as soon as possible and annually thereafter. Proper documentation should be maintained on all testing,

□□□□□□□□□□: To help ensure the fire pump will be operational in an emergency, it should be tested monthly without flowing water. Electric Pumps should be allowed to run for a minimum of 10 minutes in the no-flow condition.

Annually, a full flow test should be conducted under minimum, rated, and peak flows of the fire pump by controlling the quantity of water discharged through approved test devices. Proper documentation should be maintained on all work performed.

□□□□□□□□□□: A certificate of insurance should be obtained if not already done.

□□□□□□□□□□: Sticker should be posted on the riser and on the valve and shut off of the sprinkler system.

FIRE PROTECTION SYSTEM IMPAIRMENT PROGRAM

- 1.0 Purpose. To establish safe procedures to avoid property loss and injury to personnel during an impairment of any Detroit Wayne Mental Health Authority (DWMHA) facility fire protection equipment. To ensure that □Risk of Loss□ is minimized and the duration of impairment is limited.
- 2.0 Scope. The Fire Protection System Impairment Program (Program) applies when and where any water based or special suppression fire protection equipment is removed or taken out of service by DWMHA personnel or outside contractors for any reason.
- 3.0 Definitions. Water based or special fire suppression systems includes but is not limited to:
 - 3.1 Automatic Sprinkler Systems□
 - 3.2 Fire Pumps□
 - 3.3 Fire Service Control Valves□
 - 3.4 Underground Fire Service Mains□
 - 3.5 Water Spray Fixed Extinguishing System□

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- 3.6 Foam □ Water Fixed Extinguishing Systems □
- 3.7 Water Storage Tanks □
- 3.8 Halon Fixed Extinguishing Systems □
- 3.9 Carbon Dioxide or other Fixed Extinguishing Systems □ and
- 3.10 Standpipe/Fire Hose systems (inside or out)
- 4.0 Administration. DWMHA recognizes its responsibility to protect property, employees and the general public and understands that every time fire protection is taken out of service a fire hazard is created. Because of the increased loss potential that exists during any impairment DWMHA has:
 - 4.1 Established this Program setting forth guidelines and responsibilities to be followed in all cases when any water-based or special fire protection systems are to be taken out of service for repairs, installation of new equipment, building alterations or rendered inoperative through unforeseen events. All impairments whether planned or an emergency shall be handled in the same manner.
 - 4.2 Designated the Chief of Staff (or designated alternate) as the □ Impairment Coordinator □ who will be responsible for the implementation and enforcement of this program and the authorizing and issuance of written fire
 - 4.3 protection shut off permits referred to as the RSVP □ Restore Shut Valve Promptly tag.
 - 4.4 Designated the position of Head Maintenance Engineer or Risk Management (or designated alternate) as the □ Fire Protection Equipment Supervisor □ who will be responsible for restoring and/or supervising the necessary restoration of the system until the system is placed into service.
- 5.0 Impairment Coordinator Duties. The Impairment Coordinator shall be responsible for verifying that the following procedures are followed:
 - 5.1 Determine the extent and duration of the impairment □
 - 5.2 Determine the area and/or building which is affected by the impairment □
 - 5.3 Inspect and review the fire hazards within the affected area and determine the increased risks which may exist due to the impairment □
 - 5.4 If impairment is located within a manufacturing, service or hazardous operation any planned impairment work shall be conducted when the facility is not operating or all hazardous processes are shut down □
 - 5.5 Prohibit all hot work, including welding, cutting, brazing, chow saw or any other open flame or spark operation during the impairment. If hot work is

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- essential to complete the necessary repairs refer to DWMHA's Hot Work Safety Program following all guidelines therein□
- 5.6 If hot work is required or hazardous operations cannot be shut down, the measures outlined within the Hot Work Safety Program and the following temporary protective measures shall be provided as necessary:
 - 5.6.1 extra fire extinguishers that are in addition to those that are provided for the building□
 - 5.6.2 charged fire hose lines□
 - 5.6.3 temporary sprinkler protection□and
 - 5.6.4 implement a fire watch throughout the impaired area.
 - 5.7 Limit the amount of fuel within the impaired area□
 - 5.8 Notify the following individuals and/or organizations that an impairment exists and inform them of any special hazards that exist and the measures that have been taken:
 - 5.8.1 all supervisors within the impaired area□
 - 5.8.2 Chief of Staff, Head of Finance, Head of Legal, etc.□
 - 5.8.3 Fire department who would ordinarily be the first responders in the event of an emergency□
 - 5.8.4 The alarm company and advise them of the impairment and establish who and how any alarm notification will be made□
 - 5.8.5 State of Michigan Division of Risk Management (phone number)□
 - 5.8.6 A private Fire Protection Service.
 - 5.9 Ensure that the Fire Protection Supervisor has the needed equipment, parts, and personnel to facilitate the necessary repairs prior to impairing the fire protection equipment□
 - 5.10 Complete and execute the RSVP tag authorizing the Fire Protection Equipment Supervisor to proceed.
- 6.0 Fire Protection Equipment Supervisor Duties. The Fire Protection Equipment Supervisor will upon first knowledge of a planned or emergency impairment:
- 6.1 Stabilize the condition of the protective equipment and notify the Impairment Coordinator of the need to shut the system down or that the system has been taken out of service.

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- 6.2 Immediately coordinate obtaining the necessary equipment, parts and personnel to achieve the necessary repairs □
- 6.3 Upon receipt of the RSVP tag attach the out of service side of tag to the fire department pumper connection (providing the impairment is to a water base protection system).
- 6.4 The control valve or the control equipment can then be turned off entering the date, time, and the number of turns required to close the valve (if applicable). This information shall be entered on the permit, which is then attached to the control valve. (Note: Because this is an energy source the appropriate lock-out, tag-out procedures shall be followed) □
- 6.5 Supervise and monitor all restoration □
- 6.6 Restore the system back to automatic service upon completion of required work removal of the lock-out and completion of the permit by entering the date, time and number of turns to open the valve (if applicable) □
- 6.7 Perform a two (2) inch drain test and record the pressure on the permit if water based fire protection system □

- 6.8 Return the permit to the Impairment Coordinator □

- 6.9 No Impairment shall be left overnight if at all possible. All restoration shall be continuous and in the event the impairment will last four (4) hours or longer a firewatch shall be provided throughout the affected area on an hourly basis.

- 7.0 Requirements.
 - 7.1 If a fire system is allowed to remain out of service over night , observe precautions in Sections 6.9 and 7.3 of this Program □
 - 7.2 All systems shall be restored to temporary service if possible □
 - 7.3 All restoration shall be continuous and in the event the impairment will last four (4) hours or more, or extend beyond a normal work shift the following precautions shall be provided:
 - 7.3.1 Implement an hourly fire watch throughout the impaired area following the guidelines and using the personnel who have been trained and outlined in the □Hot Work Safety Program□□
 - 7.3.2 Temporary fire lines laid out and charge if hazardous operations or hazardous conditions exist □

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- 7.3.3 Provide extra fire extinguishers that are in addition to those that are provided for the building□
 - 7.3.4 Temporary sprinkler protection or sprinkler protection fed from a temporary water supply such as:
 - 7.3.4.1 another sprinkler system□
 - 7.3.4.2 an outside fire hydrant□
 - 7.3.4.3 an inside standpipe.
 - 7.3.5 Limit the amount of fuel within the impaired area.
- 8.0 RSVP Tag Procedures. Whenever a Fire Protection System Impairment is planned or by default occurs, the □RSVP tag shall be issued by the Impairment Coordinator who is responsible for safety of the facility. The RSVP tag shall be issued as follows:
- 8.1 Following completion of the pre-requirements by the Impairment Coordinator the RSVP tag shall be filled out providing all necessary information as required on the tag□
 - 8.2 The office reminder portion of the tag shall be removed and posted in the Impairment Coordinator's office in a conspicuous location to serve as a reminder that a Fire Protection System is out of service□
 - 8.3 The shut off portion of tag shall be issued to the Fire Protection Equipment Supervisor allowing the system to be taken out of service and the necessary repairs begun. This portion of the tag shall be attached to the system control until system is restored to service□
 - 8.4 Upon completion of the repairs and the restoration of the fire system to service, the Fire Protection Equipment Supervisor shall sign the both sides of tag after completing the information on the tag and return the tag to the Impairment Coordinator□
 - 8.5 The Impairment Coordinator shall notify all persons and/or organizations previously contacted that the system is operable again□
 - 8.6 The completed RSVP tag shall be filed and held for review for a period of not less than three (3) years for review by representatives of the State of Michigan Risk Management and /or it's contracted insurance carriers.

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HOT WORK PROGRAM

General

This standard shall provide guidance for persons, including outside contractors and project managers, who manage, supervise, and perform hot work. This standard shall cover the following hot work processes:

- A. Welding/Soldering
- B. Grinding
- C. Thawing pipe
- D. Similar applications producing a spark, flame, or heat

Definitions

Designated Area: Permanent location designed or approved for hot work operations to be performed regularly.

Hot Work: Any work involving burning, welding, or similar operations that is capable of initiating fires or explosions.

Management: All persons, including owners, contractors, and so on, who are responsible for hot work operations.

Permit: A document issued by the permit authorizing individual for the purpose of authorizing performance of a specified activity.

Permit Authorizing Individual (PAI): The Individual designated by management to authorize hot work. The PAI cannot be the hot work operator.

Welding/Soldering: Includes processes such as are welding, oxy-fuel gas welding, open-flame soldering, brazing, thermal spraying, oxygen cutting, and arc cutting.

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ROLES AND RESPONSIBILITIES

A. Management

Management shall be responsible for the safe operations of hot work activity and shall establish permissible areas for hot work. Management shall ensure that only approved apparatus, such as torches, manifolds, regulator or pressure reducing valves, and acetylene generators, be used. Management shall ensure that all individuals involved in the hot work operations, including contractors, are familiar with the provisions of this standard. These individuals shall be trained in the safe operation of their equipment and safe use of the process. These individuals shall have an awareness of the inherent risks involved and understand the emergency procedures in the event of a fire. Management shall advise all contractors about site-specific flammable materials, hazardous processes and conditions, or other potential fire hazards.

B. Permit Authorizing Individual (PAI)

In conjunction with the management, the PAI shall be responsible for the safe operation of hot work activities. The PAI shall determine site-specific flammable materials, hazardous processes, or other potential fire hazards present or likely to be present in the work location. The PAI shall ensure the protection of combustibles from ignition by the following means:

1. Ensure the work is moved to a location free from combustibles.
2. If the work cannot be moved, ensure the combustibles are moved to a safe distance or have the combustibles properly shielded against ignition.
3. Ensure hot work is scheduled such that operations that could expose combustibles to ignition are not started during hot work operations.

The PAI shall determine that fire protection and extinguishing equipment are properly located at the site. Where a fire watch is required, the PAI shall perform the fire watch at the site. Where a fire watch is not required, the PAI shall make a final checkup □ hour after the completion of hot work operations to detect and extinguish possible smoldering fires.

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The PAI shall be familiar with the facilities and procedures for sounding an alarm in the event of a fire. They shall be aware of the inherent hazards of the work site and of the hot work and ensure that safe conditions are maintained during hot work operations. The PAI shall have the authority to stop the hot work operations if unsafe conditions develop.

The PAI shall have fire extinguishing equipment readily available and be trained in its use. Watch for fires in all exposed areas and try to extinguish them only when the fires are obviously within the capacity of the equipment available. If the fire is not within the capacity of the equipment, sound the alarm immediately.

HOT WORK OPERATOR

The hot work operator shall handle the equipment safely and use it as follows so as not to endanger lives and property.

1. The operator shall have the PAI's approval before starting hot work operations.
2. The operator shall cease hot work operations if unsafe conditions develop and shall notify management, or the PAI for reassessment of the situation.

□ FIRE WATCH

A fire watch shall be required when hot work is performed in a location where other than a minor fire might develop, or where the following conditions exist:

1. Combustible materials in building construction or contents are closer than 35ft (11m) to the point of operation.
2. Combustible materials are more than 35ft (11m) away but are easily ignited by sparks.
3. Wall or floor openings within 35ft (11m) radius expose combustible materials in adjacent areas, including concealed spaces in walls or floors.
4. Combustible materials are adjacent to the opposite side of partitions, walls, ceilings, or roofs and are likely to be ignited.

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A fire watch shall be maintained for at least $\frac{1}{2}$ hour after completion of hot work operations in order to detect and extinguish smoldering fires. More than one fire watch shall be required if combustible materials that could be ignited by the hot work operation cannot be directly observed by the initial fire watch.

HOT WORK AREAS

A. Permissible Areas

Hot work shall be allowed only in areas that are or have been made fire safe. Hot work shall be performed in either designated areas or permit-required areas.

A designated area shall be a specific area designated or approved for such work, such as a maintenance shop or a detached outside location that is of noncombustible or fire-resistant construction, essentially free of combustible and flammable contents, and suitably segregated from adjacent areas.

A permit-required area shall be an area that is made fire safe by removing or protecting combustibles from ignition sources.

B. Non-permissible Areas

Hot work shall not be allowed in the following areas:

- a. In areas not authorized by management.
- b. In sprinkled buildings while such protection is impaired.
- c. In the presence of explosive atmospheres (that is, where mixtures of flammable gases, vapors, liquids, or dusts with air exist)
- d. In explosive atmospheres that can develop inside unclean or improperly prepared drums, tanks, or other containers and equipment that have previously contained such materials.
- e. In explosive atmospheres that can develop in areas with an accumulation of combustible dusts.

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HOT WORK PERMIT

Before hot work operations begin in a permit required location, a written hot work permit by the permit authorizing individual (PAI) shall be required.

Before a hot work permit is issued, the following conditions shall be verified by the PAI:

1. Hot work equipment to be used shall be in satisfactory operating condition.
2. Where combustible materials are on the floor, the floor shall be swept clean for a radius of 35ft. (11m). Combustible floors shall be protected by noncombustible or fire-retardant shields.
3. All combustibles shall be relocated at least 35ft. (11m) horizontally from the work site. If relocation is impractical, combustibles shall be protected with fire- retardant covers or otherwise shielded with metal or fire-retardant guards or curtains. Edges of covers at the floor shall be tight to prevent sparks from going under them, including where several covers overlap when protecting a large pile.
4. Openings or cracks in walls, floors, or ducts within 35ft. (11m) of the site shall be tightly covered with fire-retardant or noncombustible material to prevent the passage of sparks to adjacent areas.
5. If hot work is done near wall, partitions, ceilings, or roofs of combustible construction, fire-retardant shields or guards shall be provided to prevent ignition.
6. If hot work is to be done on a wall, partition, ceiling, or roof, precautions shall be taken to prevent ignition of combustibles on the other side by relocating combustibles. If it is impractical to relocate combustibles, a fire watch on the opposite side from the work shall be provided.
7. Hot work shall not be attempted on a partition, wall, ceiling, or roof that has a sandwich-type panel construction.
8. Hot work that is performed on pipes or other metal that is in contact with combustible walls, partitions, ceilings, roofs, or other combustibles shall not be undertaken if the work is close enough to cause ignition by conduction.

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9. Fully charged and operable fire extinguishers that are appropriate for the type of possible fire shall be available immediately at the work area. If existing hose lines are located within the hot work area defined by the permit, they shall be connected and ready for service, but shall not be required to be unrolled or charged.
10. If Hot Work is done in close proximity to a sprinkler head, a wet rag shall be laid over the head and then removed at the conclusion of the welding or cutting operation.
11. Special precautions shall be taken to avoid accidental activation of automatic fire detection or suppression systems (for example smoke detection, special extinguishing systems or sprinklers).
12. Nearby personnel shall be suitably protected against heat, sparks, slag, and so on.

HOT WORK PERMIT NOT REQUIRED

1. Floor Tiles

When repairing floor tiles by heating the tile with a hand-held heating torch, a hot work permit and fire watch is not required if the following conditions are verified:

- a. Ensure combustible materials are moved away from the heat source.
- b. Ensure Section 3.3 a, 9, 10, 11 and 12 of this program are completed.

2. Heating Plant Basement level

Inside maintenance shops area, as long as area remains free of storage and stays in acceptable condition.

Training and Record Keeping

It is the responsibility of each department to ensure that their employees receive the required training. Training can be provided by The Detroit Wayne Mental Health Authority and or its designee. Training records will be retained by the Authorities Personnel department.

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Fire Pumps

Fire pumps are often used to supplement the supplies available from public mains, gravity tanks, reservoirs, pressure tanks, or other sources. The NFPA Standard on fire pumps is NFPA 20, the Installation of Centrifugal Pumps, not to mention NFPA 21 Maintenance of Steam Fire Pumps, NFPA 13, Installation of Sprinkler Systems and 14, 14, 16 which cover Standpipe and Hose Systems, Water Spray Fixed Systems for Fire Protection and Installation of Deluge Foam-Water Sprinkler perspectivevely. When placing a system into a facility these Standards are to be met.

Annual Pump Tests

A fire pump should be tested annually to make certain that the pump, driver, suction, and power supply function properly, and to correct faults that may be revealed. The hydraulic performance of the pump is measured by a flow test with hose and nozzles connected to the pump header or yard hydrants. Three points on the standard curve are checked: (1) shutoff, (2) overload (150 percent of rated capacity or more), and (3) a convenient rate flow at or near capacity rating.

Automatic operation is tested by opening yard hydrants or sprinkler riser drains giving due consideration to the layout of the fire protection system (pressure drop or water flow actuation, jockey pump, etc.). It is not sufficient to initiate pressure drop by the test cock on the controller.

The history of power outages, low water, and failure of any kind involving pump, driver, or associated equipment, should also be investigated and gage records from engine controllers (when so equipped) examined.

Pump Operation and Maintenance

A fire pump can be depended upon to work in an emergency only if it is properly operated and maintained. It is desirable to have someone at the property at all times who has been designated and instructed to operate the pump and its driver. A short test by the regular pump operators should be made each week by discharging water from some convenient outlet

When a fire alarm is given or an alarm indicates an automatic fire pump is operating, the person responsible for the fire pump should proceed to its location immediately. The pump preferably should be put in manual operation and allowed to run until the emergency is over, when it may be shut down manually. During this and every other

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operating period, the equipment should be carefully checked to see whether it is performing properly.

To prevent too frequent starting and stopping, an electric motor controller has a timer to keep the motor running for at least 1 min for each 10 hp motor rating (not more than 7 min required). It is preferable with all types of pump drivers to permit the unit to run until it is shut down manually. When there is more than one automatic fire pump, the control is arranged for operation of the pumps in a predetermined sequence. Control of the pump from one or more remote push buttons, which will start but not stop the pump, may be provided if desired. Also, if there is deluge valve control of an open discharge device system, the pump may be started by a drop-out relay in a closed circuit.

The cooling and lubrication of a centrifugal fire pump is so dependent upon water that the pump must never be run without the pump casing full of water. Close attention should be given to the bearings and stuffing boxes during the first few minutes of running to see that there is no heating up and no need of adjustment. When water reaches the water seal, a small leak at the stuffing box glands is desirable. The suction inlet and discharge outlet pressure gages should be read occasionally to see that the inlet is not obstructed by a choked screen or foot valve.

With a vertical shaft turbine type fire pump, the water level can be observed if suction is from a visible supply. If the pump takes suction from a well, water level testing equipment must be used. The ground water level at the pump should be checked at intervals during the year and draw down should be determined during the annual 150 percent capacity test. These tests should indicate any important change in the ground water supply.

The direction of rotation of the pump and the speed of operation should always be checked.

Flushing and Testing

All piping devices under pressure (including yard piping and fire department connections), are tested hydro-statically for strength and leakage at not less than 200 psi pressure for two hours or at 50 psi pressure in excess of the maximum static pressure when that pressure is in excess of 150 psi.

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Any blank gasket used in testing should be of a special self-indicating type having red lugs protruding out beyond the flange in such a way as to clearly mark its presence. These should be numbered so as to assure their return after the work is completed.

Tests of drainage facilities are made by opening the main drain valve while the control valve is wide open, to provide assurance that main control valves are open and that the water will be disposed of safely.

When the weather is too cold for testing with water, tests of dry-pipe systems are made by maintaining at least 50 psi air pressure for two hours. During such a test the clappers of differential-type dry-pipe valves should be held off their seats whenever a pressure in excess of 50 psi is used, in order to prevent injury to the valves.

Dry-pipe valves, quick-opening devices, and water-flow alarms should be given a working test before final acceptance of the system.

Power Supply Maintenance

The source of the power for the pump should also be checked. With an electric motor drive this means current supply for the motor and its auxiliary equipment. For steam turbine drive it means the steam supply up to the control valve and the absence of condensate from supply, turbine, and exhaust. If the pump is driven by a diesel engine, there must be adequate fuel for 8 hr. of operation. The batteries must be fully charged.

The starting equipment must be test operated and it's functioning carefully checked. Any evidence of a drop in voltage to an electric motor or drop in steam pressure to a turbine must be investigated

With diesel engine drive, the crankcase oil must be replenished or renewed as needed, the oil filter and air cleaner given necessary attention, the automatic battery charging equipment checked, and the specific gravity of battery electrolyte determined at least once a month.

Note: INSPECT ALL LOCKED VALVES AT LEAST MONTHLY □

INSPECT ALL UNLOCKED VALVES AT LEAST WEEKLY □

All Fire-Prevention Inspections are to be logged in by time, date, what worker or person assigned is doing the inspecting. And this information should be stored for reference in the event of a maintenance or emergency incident.