

THE COUNSELING SOURCE, INC.

POLICY AND PROCEDURE

TITLE: Physical Plant and Safety (including Fire Safety, Hazardous Materials and General Safety Measures)

PURPOSE: To ensure that The Counseling Source, Inc., meets all applicable federal, state and local requirements for health, safety and accessibility so that services can be provided in a safe and comfortable environment.

POLICY: The Counseling Source, Inc., will be in compliance with all applicable federal, state and local requirements for health, safety and accessibility.

PROCEDURE:

- **Safety Officer:** The Safety Officer is responsible for coordinating the safety activities of the company and verifying that the agency is in compliance with all health and safety rules and regulations.
- **Safety Inspections:**
 - The Safety Officer completes self-inspections at least quarterly at The Counseling Source, Inc. office.
 - A resulting report shall include:
 - Areas covered
 - Recommendations cited
 - Actions necessary for improvement
 - Results from Improvement Actions
- **Fire Safety:**

Fire Drills: Drills will be conducted on a rotating basis at least semi-annually. Drills will be unannounced and will occur at various times of the workday. All present for the drill will evacuate as per the evacuation procedures described below under evacuation procedures. The effectiveness of the fire evacuation procedures shall be evaluated after each drill.

Fire Inspections: An annual fire inspection by a certified fire authority shall be conducted. A resulting written report will be required that identifies the area(s) inspected, recommendations for areas needing improvement (if any) and actions taken to respond to the recommendations(s). Any deficits shall be corrected as soon as possible.

Fire Precautions:

 - All fire exit doors shall be unlocked and clearly marked.
 - Fire extinguishers shall be inspected annually and recharged or replaced as appropriate. Sufficient equipment shall be present for fire detection and suppression.
 - Staff serving contract facilities/schools/etc. are responsible for knowing the fire plan of assigned locations.
- **Hazardous Materials:**

- Handling and disposal of hazardous materials shall be according to applicable federal, state or local laws and regulations.
- Infectious waste disposal and standards for universal precautions shall be according to specifications of OSHA and the Ohio Department of Health and the safety measures for hazardous areas of the facility.
- All hazardous materials will be stored in locked areas inaccessible to clients.
- In the case of hazardous areas in the facility, appropriate warning signs and/or barriers will be provided to keep hazardous areas off limits.
- General Safety Procedures:
 - All staff utilizing electrical equipment will be instructed in proper use. General maintenance inspections will be completed utilizing an inspection form.
 - The use of extension cords is prohibited.
 - Safety issues will be addressed as part of staff orientation and training.
 - Other types of emergencies:
 - Tornado: At the sound of the emergency warning sirens or by weather alert radio, clients will be escorted to corridor immediately outside of the office (suite 133). Clinical staff providing service shall remain with the clients until the warning has ended.
 - Severe rainstorms, floods, blizzards, ice storms and snowstorms: At the discretion of the Executive Director, typical business may be suspended in periods of these types of natural disasters. This may be communicated via cell phones, pagers, home phones and voice mail. In these instances, emergency/crisis services will continue utilizing the 24-hour on-call system.
 - Power Failures: In the event of Power Failures, the emergency floodlights on the exit lights shall provide adequate illumination in the administrative office for temporary operations. Staff will contact Duke Energy to notify of the outage.
 - Bomb threat: In the event of a bomb threat, the person taking the call should listen carefully and write down what the caller says. If possible, signal another person to call 911 and report the threat and also contact the operator so that the call can possibly be traced. Evacuate the building as per the instructions of the police and/or fire department. Refer to Bomb Threat Call Procedures document.
 - Fire: In the case of a suspected fire, evacuate the building as per the procedures described above and call 911.
 - Medical Emergencies: In the case of a medical emergency affecting either a staff member or a client, 911 will be notified as well as the emergency contact person for this individual. Emergency CPR or first aid will be administered, as appropriate, until Life Squad personnel arrive.
 - Explosions and Gas Leaks: Staff will contact Cincinnati Gas & Electric and 911 to notify of the situation. Evacuate the building as per the instructions of the police, fire department, CG&E. Continuation of business operations shall be at the discretion of the Executive Director. This decision may be communicated via cell phones, pagers, home phones and voice mail. In these instances, emergency/crisis services will continue utilizing the 24-hour on-call system.
 - Biochemical Threats, Acts of Terrorism and Use of Weapons: In the event of any of these situations, staff will call 911 to advise of the situation. If the threat comes via

the telephone, this person will signal another person to call 911. Staff should take cover, evacuate the building or use other protective strategies until emergency assistance arrives.

- Storage areas will be neat and uncluttered.
- First Aid:
 - Basic first aid supplies will be available at The Counseling Source, Inc., office
 - First aid, CPR, and Universal Precautions expertise can be obtained from contract facilities that employ medical personnel (such as nursing facilities, assisted living facilities and schools).
 - At least one staff trained in first aid, CPR and Universal Precautions shall be available at the administrative office and other sites where medical personnel are not available.
 - Emergency Information regarding personnel and clients can be obtained by contacting an administrative staff person during business hours and the Executive Director after-hours.
- **Evacuation procedures (from TCS office) are as follows:**
 - Clinical staff members providing services in the office are to assure that the client(s) in their care are safely evacuated. Office staff will assist in evacuating clients as needed.
 - Exit the office by any exit door. Close the door after exiting.
 - Once in the corridor, exit the building by any of the three exits marked by lighted red exit signs. This includes exits at both ends of the corridor and an exit to the outside in the middle of the corridor. Proceed outside.
 - Exit into the parking lot and assemble at the maintenance garages at the West End of the parking lot.
 - The most senior staff person present will take an accounting for all persons involved.
 - Temporary shelter will be sought in a neighboring building in the complex as necessary.
 - 911 shall be contacted (or other emergency response authority as appropriate)
 - Await further instruction from the fire department, other emergency response team and/or agency administrative staff
 - In the event of evacuation, emergency on-call services will continue 24 hours/day. Regular phone lines of The Counseling Source will continue to be in operation however may be forwarded to alternative locations or to the answering service.
- Tests of Emergency Procedures: Tests of all emergency procedures are conducted at least once per year on each shift in operation at each location The Counseling Source primarily controls. This will include actual or simulated physical evacuations that are included in the procedures.
- Training:
 - During new hire orientation and annually thereafter, staff will be trained on the following:
 - Health and safety practices,
 - Identification of unsafe environmental factors
 - Emergency Procedures
 - Evacuation Procedures

- Identification of Critical Incidents
- Reporting of Critical Incidents

REFERENCED STANDARDS AND REGULATIONS:

ODMH OAC 5122-26-12; CARF Behavioral Health Standards Manual; Bomb Threat Call Procedures document

EFFECTIVE DATE: 4/26/2005

REVIEWED: February 2018

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